BIPO
Make Life Easier.

JOB DESCRIPTION

Role: Global IT Infrastructure Manager
Reports to: IT Director
Location: Singapore

Responsibilities

- Head the organisation IT Infrastructure for both Internal as well as SAAS/Cloud computing
- Maintain Cloud servers, establish IT policy and procedure for the SAAS Production and UAT servers
- Maintain system availability, respond to security incidents and system availability issues
- Deploy and maintain software monitoring and security tools in the cloud environment
- Deploy HRMS software regularly into the servers, plan for deployment strategy and execution
- Head the End-user IT support, maintain purchase and support of IT inventory and systems and lead projects in these areas
- Head the administration of Active Directory and user software subscriptions
- Liaise with internal/external auditor and user department reps and for coordination and execution of external IT system audit projects. Perform periodic activities to support IT compliance.
- Maintain user awareness in data protection/information security
- Perform other duties as assigned related to information security and IT infrastructure support

Technical Skills and Competencies

- Bachelor's degree in IT or equivalent field of study. Preferably with Master's degree
- Minimum 10 years' experiences managing IT Infrastructure in a medium to large companies
- Effective communicator with strong interpersonal skills, ability to interact with all levels of staff
- Good project management experience, problem solving skills, documentation skills, and relevant experience in IT infrastructure support (administration of Windows server, SQL Server, Active Directory, DNS, IIS web server, Firewall, Network equipment, PC support)
- Resourceful, well-organised, efficient, detail oriented
- Fluency in English is mandatory, additional APAC language fluency is advantageous
- Ability to travel to meet the above responsibility when required

Useful links
- Website: www.biposervice.com
- Facebook: https://www.facebook.com/biposvc
- LinkedIn: https://www.linkedin.com/company/bipo-svc/

To apply for this role, please contact **asean.hr@biposervice.com**

About BIPO

At BIPO, our passion for technology and innovation empowers businesses across the globe with increased efficiency and convenience.

Our enterprise-ready **HR Management System (HRMS)** platform automates HR processes, simplifies workflows, and delivers actionable insights to build the best Employee Experience. Complemented by our **payroll outsourcing solutions** and **global PEO services,** we support businesses to manage today's global workforce.

We are better connected to support your payroll and people solutions needs through a global network of 27+ offices, four R&D centers, and business partners across 100+ countries.

Our products & services

- HR Management System (HRMS)
- Global Payroll and HR outsourcing
- Professional Employer Organisation (PEO)