Title: GSO Business Operations Intern

Location: 1 ADP Boulevard, Roseland, NJ

Start Date: 5/23/2016

Job Description:

ADP is hiring an intern. In this position you will contribute to project-based deliverables aligned to your field of study. You will interact with professionals who will guide and support you as you enhance your skills while gaining relevant experience.

Primary Responsibilities:

As a Global Security Organization (GSO) Business Operations team intern, you will:

- Contribute in development of management reporting, gather data requirements and conduct analysis for business decision making process.
- Provide analytical and statistical support requiring interfacing with a broad range of GSO cross-functional managers and prepare reports for use in their business planning and analysis.
- Assist in the evaluation of business process maturity and assesses possible redesign recommendations.
- Interact with professionals who will guide and support you as you enhance your skills while gaining relevant experience by development of complex financial analysis to challenge data and information integrity. You may conduct special studies and prepare recommendations for policy, procedure, control or action including financial planning, forecasting and reporting.

Qualifications:

- Must be a matriculated college student, GPA of 3.0 or higher preferred
- Business, Economics, Data Science or Mathematics majors preferred
- Completed 2 years of a 4 year degree program
- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)
- Knowledge of data analytics/statistics or had taken relevant courses
- Excellent communication (verbal, written and reporting) skills
- Able to demonstrate attention to detail, superb organizational and follow up skills
- Ability to work effectively under time constraints while maintaining a positive service attitude
- Exhibits leadership skills and works well in a collaborative environment
- Proactive, can-do attitude and a desire to learn

Application Instructions: To submit your interest, visit our career site at jobs.adp.com and search for requisition #115233.