ADP

Title: Major Account Service Implementation

Location: Parsippany, NJ

Job Type: Co-op/Internship

Compensation Type: Paid - Hourly

Start Date: 5/1/2016  

Job Description: The intern will contribute project-based deliverables aligned to their field of study. The intern will also interact with professionals who will guide and support as skills are enhanced while gaining relevant experience.

Primary Responsibilities:

- Contribute to project-based deliverables aligned to field of study to combine analytical and project management skills with the ability to simplify complex information
- Help clients develop the skills and confidence to use ADP business management solutions
- Provide the expert training that makes ADP’s workforce solutions stand out in an increasingly competitive global marketplace

Qualifications:

- Completed 2 years of a 4 year degree program
- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)
- Excellent communication (verbal, written and reporting) skills
- Quantitative, analytical, process and troubleshooting skills
- Project management, analysis and research skills
- Having an interest or background in Information Technology is a plus
- 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
- Ability to recognize and deal appropriately with sensitive and confidential information
- Aptitude towards organizing projects, multi-tasking
- Ability to interact with all levels of the organization
- Preferred areas of concentration: Business or IT
- Knowledge of information security, information technology systems, infrastructure and operations is helpful.
- Ability to organize data, analyze data and produce reports

Application Instructions: To submit your interest, please send your resume to kate.sparano@adp.com.