ADP

Title: 2017 Summer Internship: Major Account Service

Location (address, city, state): Parsippany, NJ

Job Type: Co-op/Internship

Compensation Type: Hourly Wage (optional): TBD

Start Date: 5/30/2017 Close Date: 5/26/2017

Job Description: As a Client Service intern, you will contribute to project-based deliverables aligned to your field of study. You will interact with professionals who will guide and support you to enhance your professional skills while gaining relevant experience in a business environment. You will acquire knowledge of industry methods to provide exceptional customer service to support internal and external clients and maximize their use of our business solutions.

As an Implementation team intern, you will contribute to project-based deliverables aligned to your field of study to combine analytical and project management skills with the ability to simplify complex information -- to help clients develop the skills and confidence to use our business management solutions with ease. You get to provide the expert training that makes our workforce solutions stand out in an increasingly competitive global marketplace.

You will interact and receive mentoring by professionals who will guide and support you as you enhance your skills while gaining relevant experience. Interns will also participate in a variety of functional and leadership activities to enhance personal and professional capabilities.

Qualifications:

- Completed at least 3 years of a 4 year degree program
- Ability to work in a high volume, fast-paced office environment
- Proficient with computer applications and Microsoft Office Suite (Word, Excel, PowerPoint)
- Excellent communication (verbal, written and reporting) skills
- Able to demonstrate attention to detail, superb organizational and follow up skills
- 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
- Quantitative, analytical, process and troubleshooting skills
- Project management, analysis and research skills
- Ability to interact with all levels of the organization
- Ability to organize data, analyze data and produce reports

Application Instructions: To apply for this position please visit our site at www.adp.com and apply for requisition #131243.
In the “How did you hear about us?” section, please select “College/University”

If you have any questions, please email Kate Sparano at Kate.Sparano@ADP.com

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**Disclaimer Information**

**About the organization:**

We power organizations with insightful solutions that drive business success. Consistently named one of the "Most Admired Companies" by FORTUNE® Magazine, and recognized by Forbes® as one of “The World’s Most Innovative Companies,” ADP has over a half-million clients around the globe and 60+ years of experience as a world-wide leader of business outsourcing solutions.

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