



enriching careers

A global company with over a 60-year history of leadership, ADP is one of the largest providers of business processing and cloud-based solutions, including human resources, payroll, benefits, and talent management, to employers and automotive dealerships around the world.

Employer Services

ADP helps organizations in every facet of the employment life cycle, providing industry-leading solutions to employers of all sizes.

- Payroll
- Tax and Compliance
- Human Resources
- Benefits
- Time and Attendance
- Insurance Services
- Professional Employer Organization (PEO)
- Retirement Services
- Pre-Employment Services
- Sales and Use Tax
- ADP Procure to Pay Solutions
- Travel and Expense Management
- Worker's Compensation
- HR Business Process Outsourcing
- Standalone Services
- Employer Services International

Dealer Services

ADP also provides fully integrated technology services and solutions to automotive dealerships of every size throughout the world, as well as vehicle manufacturers.

- Dealer Management System
- Digital Marketing Solutions
- Network and Phone Solutions
- Training



IN THE BUSINESS OF YOUR SUCCESSSM

ADP Employer Services Česká republika, a.s.

River Garden, Rohanské nábřeží 670/17
186 00 Prague 8
The Czech Republic

WWW.ADP.JOBS.CZ
WWW.ADP.COM/CAREERS

ADP believes that diversity leads to strength. We are an equal opportunity employer. The ADP logo is a registered trademark of ADP, Inc. In the Business of Your Success is a service mark of ADP, Inc. Copyright c 2013. ADP, Inc.



IN THE BUSINESS OF YOUR SUCCESSSM

Belonging | Achieving | Thriving



Count me *in*.

OVER \$11 BILLION IN REVENUES

OVER 60 YEARS OF EXPERIENCE

OVER 600,000 CLIENTS

PAY 1-IN-6 U.S. WORKERS
AND APPROXIMATELY
34 MILLION WORLDWIDE



Count me *in.*

*in*dustry strength

With business in a wide variety of functions across numerous locations in the United States and around the world, ADP offers endless possibilities for your career. You can always find new challenges that encourage you to develop your skills and knowledge, as well as opportunities to explore areas of interest and advance along your chosen path. At ADP, you will have the potential to continually progress, within one global organization.

You can count on ADP to provide exceptional opportunities for your career development.

*cont*inuous learning

Here, you will find a rich culture for learning and development, along with access to a wide variety of tools to help you reach your career goals. You can count on us to provide extensive training to continuously fuel your professional growth, with many innovative programs for ongoing learning. In fact, we offer over 5,000 online courses that are accessible 24/7.

ADP Employer Services Česká republika, a.s., is part of ADP, one of the world's largest providers of business outsourcing and human capital management solutions. We are looking for talented candidates for the following positions:

• **Client Service Representative**

You can work with ADP clients in their native language on a daily basis. By helping clients meet their needs, you can gain valuable knowledge of payroll processes and related legislation. You also get to develop your SAP technology skills.

• **Payroll Specialist**

You can learn to process payroll for our global clients – working with them in English or their native language. As we teach you how to work with the SAP HR module, you get to develop your knowledge of payroll and related legislation in the countries where your clients are.

• **SAP Academy Trainee**

ADP's extensive training program can teach you how to customize SAP HR Modules, helping you to develop the kind of technology and analytical skills than can help redefine what is possible in your career and our industry.

*reward*ing culture

In addition to an attractive compensation package, ADP offers a wide array of benefits that reward your success:

- **Five additional paid holiday days in addition to 20 standard days**
- **Pension insurance contributions (after one year with the company)**
- **Annual bonus plan**
- **Meal vouchers fully paid for by ADP**
- **Language lessons**
- **Employee referral bonus**
- **Associate Recognition Program**
- **Employee Discount program – including various fitness, mobile phone services, etc.**
- **Modern offices with excellent access to public transport**
- **Relaxation zone in the office**
- **Multicultural environment offering opportunities for practicing foreign languages**

Join us at ADP, and discover how we are counting on you to make a real difference, every day. To learn more about a career with ADP, please visit

ADP.JOBS.CZ