# Payroll Service Representative II (TotalSource)

**Contact: AUTOMATIC DATA PROCESSING**

**Email: automatic_data_processing@countyjobs.careers**
**https://al-etowah.countybuyselltrade.com/jobs/payroll-service-representative-ii-totalsource_miami_86418**

Address:                          **375 Pacific Blvd SW Ste A, Miami**
Price:                               **Check with seller**

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Unlock Your Career Potential: Customer Service at ADP. It's all about enabling our customers to be more effective employers. Our Customer Service team makes it happen by collaborating with customers and other ADP colleagues to ensure our products and services deliver winning results. Did you know that the vast majority of our customers are not only satisfied, they'd recommend ADP to someone else? You will be the one providing the on-the-spot support that makes our integrated solutions stand out in today's increasingly competitive global marketplace.

ADP is hiring a Payroll Service Representative. In this position, you'll join a team of rock star professionals who are responsible for ensuring every customer interaction is a best-in-class experience. You'll combine a passion for service and discovering innovative solutions with our top-ranked training programs to help customers enjoy every drop of value within our products.

We strive for every interaction to be driven by our CORE values: Insightful Expertise, Integrity is Everything, Service Excellence, Inspiring Innovation, Each Person Counts, Results-Driven, and Social Responsibility.

RESPONSIBILITIES:

Serve as a subject matter expert in handling routine client requests for ADP clients
Resolve routine customer concerns with pre-defined solutions
Answer non-technical questions regarding ADP products
Provide consultation and help answer non-technical questions supporting less-experienced specialists on the team
Learn and navigate ADP systems in order to research issues