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# Software Engineer with French

#6012666901132026

 Bucharest, Romania

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## Available Locations

Bucharest, Romania

## Position Description

### Job Summary:

Activities that combine analytical and design skills with adequate knowledge of software and hardware technology, in order to define, design, implement, test, implement and modify computer systems containing software as the main component.

As a member of ADP's France NAS team, The Java Parameter Specialist – Client Service objective is the accurate and efficient implementation of the solution for the work streams he/she is responsible while understanding the upstream and downstream impacts to the Client's overall human capital management solution.

In collaboration with Administrative Payroll Management project leader in France, the responsibilities consist of drafting detailed specifications and programming in the expected language of application, whilst respecting programming standards, deadlines and quality levels set forth.

### Responsibilities:

- Reading and understanding operational and technical specifications for development
- Estimating development workload
- Creating programmes
- Testing programmes and consulting deliverables attesting to tests undertaken
- Performing incident correction detected following internal or client handover
- Drafting reports on activities to be issued to management and indicating difficulties

The application domain primarily concerned will be that of administrative payroll management (GAP) in the ADP Link Premium Offer.

### **Knowledge Requirements:**

- The minimum requirements for technical skills are as follows:

Systems      WINDOWS

Languages    JAVA – J2EE (Servlet, JSP, EJB) – XML – XSD – XSL, SGBD, ORACLE

Web & Internet      HTML – JAVASCRIPT - CSS

Environment      ECLIPSE (SWT, PLUGIN) – CVS – ANT

- Minimum experience of 2 years in the post or equivalent required
- Languages: French oral and written – B2 level
- Knowledge of functional payroll considerations would be a plus

### **Skill Requirements:**

- Open-minded
- Autonomy and proactive: Works are undertaken remotely under ad hoc inspections. It is not necessary to stop development if an incident occurs whilst awaiting the next ad hoc inspection. In the event of any suspension, there should be a diagnosis, call, and proposal.
- Adaptability: Projects and priorities constantly change.
- Involvement and sense of commitment: Principals are clients of major ADP companies and cannot accept any change to deadlines, nor to quality standards.
- Effective communication: solid interpersonal skills, ability to communicate verbally and in writing in French, good teamwork

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# Associate Lead Consultant with Italian

#6012558310072025

 Bucharest, Romania

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## Available Locations

Bucharest, Romania

## Position Description

### JOB RESPONSIBILITIES:

#### **Analysis & Consultation:**

- Implement the client's solution using ADP's Implementation Methodology and the ADP Globalview Payroll Product
- Perform blueprinting workshops to gather information on the client's requirements.
- Design and document the client's solution including their business requirements and any program specifications required according to ADP's documentation guidelines.
- Take ownership of issues & gaps between client requirement and ADP GV and work with other teams/streams/areas to resolve them.
- Analysis activities in order to define the specifications for the effective construction of information systems, likely to meet the requirements of users

#### **Integration & Testing:**

- Liaise with clients throughout the data cleansing, mapping and conversion phase and provide any assistance required including reconciliation.
- Being able to support training delivery and when required update training manuals, preparing training systems and conducting training sessions.
- Provide guidance in preparing test scripts to enable clients to adequately test the solution.
- Support clients through the User Acceptance, Parallel Testing and Go-Live phases.

- Ensure that all deliverables are created on time and accurately as per project schedule, such as Blueprints, Interface specifications, Interface configuration, BP reviews, Configuration Audits and configuration documentation.
- Ensure timely handover to client services following ADP handover methodology.

**Product Knowledge:**

- Possesses understanding of the payroll concept and has worked or interacted with payroll software
- Maintain up to date knowledge of the GV Payroll Product, related news and any developments to the product.

**Project Planning / Management Activities:**

- Minimize ADP's exposure to risk while focusing on appropriate application of the GV Payroll product to maximize value to the client.
- Demonstrate proactive participation in Implementation Team forums, contribute and participate in knowledge sharing and team development sessions
- Liaise with the ADP Project Manager assigned to the project and Line Manager, providing regular status updates and early warning of any slippage / problems that may occur.
- Escalate project issues to Project Manager including scope variations, task slippages and risks that may arise during the project.
- Demonstrate and apply knowledge of key implementation strategies such as the ADP implementation methodology.
- Knowledge of support methodologies including usage of an Issue tracking process.
- Keep clients blueprints, configuration worksheets, client specific configuration documentation and training material if any up to date.
- Perform Quality Assurance reviews on blueprints and configuration of the client's system.

**Other:**

- Performs other related duties as assigned.

**REQUIREMENTS:****Education & Certification Requirements:**

Bachelor's Degree.

Knowledge of payroll as a concept

Experience with SAP (or other payroll product) is a plus

**Experience:**

No previous experience needed

### Languages:

- English C1 and Italian C1

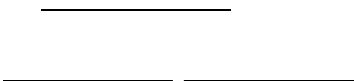
### Skills & Abilities:

- Professional manner and presentation and ability to professionally set, manage and satisfy customer expectations through personal involvement or delegation.
- SAP knowledge/experience is a plus
- Teamwork, work collaboratively with others to achieve group goals, working together to accomplish business results.
- Excellent written and verbal communication skills.
- Analytical thinking problem solving skills – work systematically and logically to resolve problems, address opportunities or manage the situation at hand, identify causes, relationships and implications.
- Consulting skills, understand business requirements and mapping to ensure consistency to ADP template, while minimizing risk to both client and ADP.
- Ability to prioritize tasks and time management skills, ability to work across various projects, ability to lead a team of consultants to effectively implement a solution
- Ability to use tools such as Microsoft Excel, Word, PowerPoint, Project and Visio to effectively update and maintain documentation / training / demonstrations.
- Client focused, demonstrate concern for meeting and exceeding immediate and future needs of clients.

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# General Ledger Accountant - maternity cover

#6012688401082026

 Bucharest, Romania

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## Available Locations

Bucharest, Romania

## Position Description

### Job Summary:

The General Ledger Accountant will be responsible of recording, classifying, examining, analysing on operational and financial transactions.

### Responsibilities:

- Supervisor of all vendor invoices processed by the AP Team according to defined ADP Group procedures, statutory accounting principles and legislation into Accounts Payable Module Oracle.
- Record T&E Expense Reports and ensure compliance with T&E procedure (travel expenses, employees' reimbursement, etc.);
- Responsible with the payment process and other treasury operations (payments of suppliers' invoices, taxes and social contributions);
- Prepare, monitor and book the monthly and quarterly cross charges to the BUs in accordance with management reporting systems (iKARE and AGIS Oracle) and in compliance with local statutory regulations.
- Record of bank statements in General Ledger Module and reconciliation of payments/collections recorded.

- Perform GL account reconciliation and intercompany AR/AP reconciliation and monthly revaluation of foreign currency balances; Participate to month end closing activities.
- Provides accurate analysis of reconciliation records to third party documents (vendor contracts, statements of work, etc.);
- Collaborate with company's internal and external auditors, fiscal authorities.
- Ensures that the business is adequately supported by quality and timely book-keeping.
- Maintain all supporting documents in an orderly manner, archive by scanning all documents and statements, ledgers.
- Direct participation and involvement in various projects within the Finance Department.

### **Reports & Performance Metrics:**

Reports to: Head of Finance

External Relationships: Corporate Finance; Auditors; Fiscal Authorities.

### **Education & Experience:**

- **Degree or Equivalent: Economics/Accounting Bachelor's Degree**
- Major Area of Concentration: Accounting in Romania
- Work Experience: 2 - 4 years of experience on a similar job
- Solid foundation in statutory accounting principles and strong knowledge of Romanian fiscal environment for principal direct and indirect taxes.

### **Knowledge and Skill Requirements:**

- Language Skills
  - **Ability to communicate in English – advanced level**
- Technical skills :
  - Microsoft office suite (Excel, Word, Power Point)
  - MS Outlook
  - Experience with an ERP system, working with Oracle application system is considered a plus
- Skills and Abilities:
  - Demonstrated problem solving and analytical skills.
  - Good organizational, written and verbal communication skills.
  - Strong interpersonal skills and the ability to team effectively with all levels of employees and internal/external customers.

- Strong bias for actions and good work ethic.

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# Digital Implementation Consultant with French

#6012653712042025

 Bucharest, Romania

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## Available Locations

Bucharest, Romania

## Position Description

### Job Summary:

The Digital Implementation team is one of the organizations inside the BU HCM in France.

The four digitization offers proposed by ADP - BVRH, DIGIPOSTE, GED and BDESE - are document management service businesses dedicated to experts of the HR function, allowing easier access to the entire HR documentation and ensuring long-term archiving, developing according to client demands and the newest technological developments in the field.

The Digital Implementation Analyst is in charge with assisting and advising assigned customers in the best practices to implement the BVRH/DIGIPOSTE/GED/BDESE application for their own associates and is also responsible for configuring the application in collaboration with the other ADP teams involved in the process.

According to his/her mission, the Digital Implementation Analyst has to manage all the required functional leadership activities related to the new customers' implementation processes.

In addition, he/she will ensure that all activities are performed in a manner that meets ADP and/or client expectations and ADP Service standards.

### Responsibilities:

- Assists and advises the customer in the implementation of the new ADP-BVRH/DIGIPOSTE/BDESE/GED offering (presentations, offering description etc.)
- Initiates and maintains client contact in order to create the blueprint
  - Assists the customer in their internal deployment and the use of the new system's functionalities
  - Analyzes, creates, configures and tests the parameters in the software according to clients' demands and provides answers to the customer throughout the implementation project
  - Proactively advises the customer in using the system's functionalities properly
  - Coordinates the historical pay slips data input
  - Guarantees the customer satisfaction by ensuring the contract terms are met by ADP
  - Coordinates information sharing among the different ADP stakeholders involved in the project (Payroll teams, support teams, production teams, etc)
  - Shares information and best practices with the other team members and proposes improvements when necessary

### **Education and experience:**

Education: Graduate degree or related experience

### **Knowledge and Skill Requirements:**

- Fluent (C1) in French language
- Very good customer relation skills (good listening and communication skills, pedagogical approach, empathy and ability to drive and control the project)
- Autonomy, proactivity, adaptability and reactivity
- Challenged by new technologies and by digitization overall
- Technical skills: Excel, Word, Power Point
- Has the sense of service
- Is rigorous to follow the process
- Is proactive to improve the process
- Possesses a continuous improvement mindset and is receptive to change
- Has team spirit

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# Technical Support Specialist with French

#6012607011202025

 Bucharest, Romania

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## Available Locations

Bucharest, Romania

## Position Description

### JOB PURPOSE & KEY OBJECTIVES:

Part of the HCM Centre of Excellence, the France NA Support Specialist role is to support the National Accounts Business Unit in France with their NA applications client base. The goal of the France NA Support Specialist is to work as a first level support for our client's human resources and payroll systems. The France NA Support Specialist will solve client request via configuration, testing and defining functional specifications for the human resources and payroll systems.

### KEY DUTIES/TASKS:

- Analyze client issues and propose solutions to meet end user requirements
- Assist as first level support for our clients with their Human Resources and payroll systems
- Answer questions such as: where do I find this functionality?
- Follow batch programs launch and execution rigorously
- Solve client bugs (tracked via our CRM system) within contractual SLAs
- Report activity (qualitative, quantitative).
- Solve requests: by developing, testing, answering Front Office consultants
- Offer best service to customers
- Establish a close partnership with Front Office consultants
- Tracks activity via CRM in order to give visibility to the team on all actions taken
- Write or amends existing technical process specifications

- Refer difficult cases to a second level support team
- Is able to perform functional tests on the application
- Maintain mailing list documentation and application contacts up-to-date
- Make sure the payment planning of all customers is up-dated and set up payment process follow in the support calendar
- Program and follow the execution of payroll processes and inform the client by mail or CRM

### **EDUCATION AND EXPERIENCE:**

- Education: Graduate degree, or related experience

### **SKILLS:**

- French oral and written – C1 level
- English oral and written - C1 level
- Previous knowledge of HCM solutions is a plus
- Understanding of French payroll is a plus
- Basic SQL skills
- Solid understanding of Microsoft Office
- Client Service experience

### **SOFT SKILLS**

- Good relationship skills
- Good analytical skills
- A taste for customer service and responsibilities
- Ability to adapt and manage complex situations
- Autonomy and initiative
- Good teamwork skills
- Logical, organized, rigorous in applying the process, curious
- Knows how to manage stress
- Good interpersonal skills.

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# Senior Implementation Project Manager - fixed term

#6012615811142025

 Bucharest, Romania

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## Available Locations

Bucharest, Romania

## Position Description

Job Summary:

This role is with a fixed-term contract ( maternity cover).

Requires excellent knowledge and experience with project management methodologies in order to support multi-country payroll implementations. Strong communication and cross-cultural skills to collaborate with the global team members as well as technical knowledge to set up global platform.

Responsibilities :

He/she is the client's privileged contact in the implementation process, working closely with Celergo's global partners to help the client analyse and implement payroll regulations in accordance with legislation and guarantee the highest level of service.

Perform analysis activities for defining the required technical specifications of the information system that meet the customer configuration needs.

In this respect, he/she must carry out the following actions:

- Conduct global kick off call, create project charters, roll out plan and project plans for all the countries in scope and assuring that all the milestones and timelines are respected by the client and in country partners;
- Make sure client respects implementation window as per the contract agreement;

- Make sure all related tools are constantly updated and billing information is accurate so that customers are properly invoiced;
- Assist with the global implementation process, working closely with Celergo's global partners;
- Analysis of the client's organisation (information channel, interface, etc.);
- Configuration of regulatory settings in the global ADP platform (CGC);
- Develop, test and optimize the global solution according to the customer's specifications; make sure all the steps are followed in the system to allow correct invoicing process;
- Organize and support meetings with key stakeholders as needed to review project status, discuss and review issues;
- Responsible for providing status reporting and providing responsive feedback to management and senior leadership;
- Provide action plans and issue resolution, as appropriate;
- Explain payroll (compensation, benefits etc) and its financial implications to clients;
- Clearly explain country specific payroll issues to clients with the help of the in-country partners;
- Train clients through online demonstrations using our payroll technology;
- Serve as a point of contact for client inquiries, invoicing, and fulfilment regarding client-impacting issues throughout implementation;
- Review Excel documents and verify figures using basic accounting knowledge;
- Relay pertinent payroll information to our global partners in a timely manner;
- Excellent verbal and written communication skills as well as strong presentation and interpersonal skills;
- Ability to work under pressure while maintaining a professional demeanour;
- Ability to problem - solve and seek alternative solutions;
- Travel to client location when required.

#### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education -- Bachelor's degree from a four-year college or university.
- Experience -- Two to five years related experience and/or training, preferably in a service environment.
- Other Skills and Abilities
  - Bilingual Language skills are preferred
  - Project management certification a plus

#### Reports & Performance Metrics:

- On time delivery of assigned projects
- Quality control reports

- Utilisation rate

#### Training:

- Celergo Implementation process training: Project Manager and Implementation Consultant
- Product training (CGC platform)
- Multiple country payroll training

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# HR Admin Specialist with German

#6012606911192025

 Bucharest, Romania

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## Available Locations

Bucharest, Romania

## Position Description

Job Summary:

Implements the administrative offer by following procedures and policies.

Collaborates on a daily basis with the Account Executive and the Payroll Setup Consultant based in Switzerland, the Payroll Specialist based in Tunis, the client via the ticketing tool and 3rd parties.

Responsibilities:

Performs analysis activities for defining the required technical specifications of the information system that meet the customer configuration needs.

Coordinates services by implementing the administrative offer, procedures and policies, monitors administrative tasks according to the contract, assists and guides clients in the application of administrative procedures and policies as required by legal institutions, maintains the level of services done until now.

In this respect, he/she must carry out the following actions:

- Analysis activities in order to define the specifications for the effective construction of information systems, likely to meet the requirements of users
- Initiating the first contact with the client after the service is contracted
- Sending and explaining to the client the purpose of the power of attorney
- Gathering all useful information required to set up the administrative option such as: policies, third parties, rules, specificities
- Analyzing, setting, testing, drafting client responses via Front office and client stakeholders
- Organizing online accesses and forms (if needed)
- Presenting the workflow of our administrative process
- Presenting ADP organization
- Being able to explain and guide the client concerning the ins and outs of admin process if not clear at this point of the process
- Assisting and guiding clients in the application of administrative procedures and policies as required by legal institutions
- Helping on resolving online access issues; identifying issues and always finding solutions; keeping track of open tickets with third parties
- Maintaining documentation for existing clients with missing data
- Offering the best level of support to customers
- Maintaining, developing and optimizing standard operating procedures
- Keeping the front office team updated on a weekly basis

#### Reports & Performance Metrics:

- On time delivery of assigned clients, tasks
- Quality control reports

#### Training:

- Swiss legislation
- SAGE, DECIDIUM, FLEXIFORM, SOP APPENDIX
- E-LEARNING ON ADP COMMUNICATION TOOLS (SPM, TRANSFER BOX, SIEBEL, MEDALIA, WEBEX)

#### Knowledge and Skill Requirements:

- An understanding of the client's trade, business and organization (Business administration and human resources)
- Proactive
- Project management
- Time management (three peaks in a year)
- Good interpersonal skills
- **Good oral and written communication skills (English – minimum B2 level, German – minimum B2 level, French is a plus)**
- Analytical skills and ability to summarize

- Organized
- Rigorous
- Team player
- Dynamic and responsive

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