

ADP is hiring an Inside Sales Representative (Small Business Solutions)

At ADP, we believe great sales professionals deserve the tools, training, and support to build something meaningful. In this role, you'll grow your own book of business while being backed by experienced sales leadership, award-winning training programs, clear career paths, and industry-leading compensation and benefits—including luxury incentive trips and performance awards.

Why Join ADP Sales

Our Sales teams are at the heart of ADP's success. Every day, they earn client trust, solve complex business challenges, and build long-term partnerships that help organizations thrive.

What you'll do:

- Sell ADP's **small business solutions** (payroll, tax, HR, benefits) to organizations with **1-49 employees** through **inside sales**, phone outreach, and **virtual meetings**.
- **Prospect, engage, and convert decision-makers** (small business owners, HR, payroll, and finance leaders) using a **consultative B2B sales approach** to build and grow a book of business.
- **Close new business and expand existing accounts** by identifying additional opportunities within your assigned territory and achieving defined activity and sales targets (dials, talk time, appointments, revenue).

What you bring:

- Strong interest in **sales or business development**, with prior **customer service experience** (retail, banking, etc) and excellent **communication skills**
- **Resilient and organized**, comfortable with **high-volume outreach**, rejection, and working in a **fast-paced environment**
- **Self-motivated, results-driven, and coachable**, with strong **time-management skills** and a willingness to learn
- High school diploma
- Modern Selling Skills – Combine sales technology and AI driven tools and data insights to drive pipelines and revenue.

**Quebec candidates: While French is required for Quebec-based roles, use of the English language is also required due to the global nature of the business and the need to interact with ADP's headquarters and international sites.*

Bonus points for these:

- Academic background in Business, Marketing, Finance, Accounting, or a related field- Equivalent work experience will also be considered
- Minimum of 0 to 2 years of prior quota-carrying experience
- Ability to successfully build a network and effectively use social media for sales
- Minimum of 0 to 2 years of experience in prospecting, lead generation, or outbound sales

Employee Benefits



- Employee referral program
- My Moments, peer-to-peer recognition for redeemable points on hundreds of products
- Employee Appreciation Events
- Three weeks' vacation
- Eligibility for unit bonuses based on performance as well as a non-recoverable-draw
- Uncapped commission with accelerators, paid out monthly. Actual OTE is inclusive of base salary and incentive compensation, will depend on factors such as skills, qualifications, experience, and work location.
- Promotion progression- This role is designed with a built-in progression. You come in as a District Manager, but we don't expect you to perform at full quota immediately. There's a ramp period where you're learning and building your book of business, and once you hit those milestones, there's a clear promotion and compensation increase tied to it
- Health and Medical benefits as of Day 1 with provided Flex Credits to make the most of your coverage
- Employee and Family Assistance Program (EFAP)
- Tuition Assistance
- Associate Wellness Program
- Discount Program
- Regular full-time and part-time associates are eligible to join the Group RRSP any time from date of hire.
- Hybrid work model- 3 days a week in office

You'll Love Working Here Because You Can

- **Be yourself** in a culture that values equity, inclusion, and belonging
- **Grow your career** in an agile, fast-paced environment with multiple advancement paths
- **Continuously learn through best-in-class training, development, and mentorship**
- **Access Day-1** benefits designed to support your health and well-being
- **Balance work and life** with flexibility and supportive resources
- **Join a company committed to giving back and making a positive impact in our communities**

A little about ADP: We are a comprehensive global provider of cloud-based human capital management (HCM) solutions that unite HR, payroll, talent, time, tax and benefits administration and a leader in business outsourcing services, analytics, and compliance expertise. We believe our people make all the difference in cultivating a down-to-earth culture that embraces our core values, welcomes ideas, encourages innovation, and values belonging. We've received recognition for our work by many esteemed organizations, learn more at [ADP Awards and Recognition](#).

Diversity, Equity, Inclusion & Equal Employment Opportunity at ADP: ADP is committed to an inclusive, diverse and equitable workplace, and is further committed to providing equal employment opportunities regardless of any protected characteristic including: race, color, genetic information, creed, national origin, religion, sex, affectional or sexual orientation, gender identity or expression, lawful alien status, ancestry, age, marital status, protected veteran status or disability. Hiring decisions are based upon ADP's operating needs, and applicant merit including, but not limited to, qualifications, experience, ability, availability, cooperation, and job performance.

Ethics at ADP: ADP has a long, proud history of conducting business with the highest ethical standards and full compliance with all applicable laws. We also expect our people to uphold our values with the highest level of integrity and behave in a manner that fosters an honest and respectful workplace. Click <https://jobs.adp.com/life-at-adp/> to learn more about ADP's culture and our full set of values

