

ADP Global Leadership Development Program

MBA Sample Rotational Assignment

Business Unit:	NAS
Title:	Director, Global Delivery Services – Offshore
Reports To:	TBD, VP, Global Delivery Services
Location:	Alpharetta, GA

NAS is the leader in the number of overall business unit associates and processes supported by India. FY08 plans are on track to achieve the target levels of 850 associates by June, maintaining NAS' position as the largest client of ADP India.

Offshore initiatives are key components of the overall growth, margin improvement, and quality objectives for NAS. FY09 initiative opportunities span both NAS Benefits and COS, including driving offshore support for the new Health & Wealthfare Service Engine platform, expanding support for WinFlex, and continuing growth and effectiveness of COS utilization. The position will also have an opportunity to explore and gain consensus on expanded HR/Payroll and Development utilization.

This position will need to quickly gain an understanding of core NAS products and implementation/client service functions in key business areas of Benefits, COS, and HR/Payroll.

This role will include project team management oversight for offshore initiatives and business unit coordination across all NAS and ADP India.

Key Responsibilities:

Identifies, implements, and directs key strategic offshore initiatives for NAS. Scope of assignment would include the following NAS businesses: Benefits Services, COS, HR/Payroll and Development.

- Works with NAS Business Units and ADP India team to identify and expand opportunities and utilization of India operations
- Assists in development of Statements of Work and Business Cases with key business contacts, coordinating final approval and funding efforts within ADP Corporate
- Oversees implementation of offshore initiatives, coordinating business unit participation, India resource preparation, and project management oversight to insure effective, on-time, quality start-up of initiatives
- Provides routine reporting and updates to NAS Senior Leadership Team and Business Unit management on key offshore initiatives
- Coordinates periodic reviews of India quality measurements with business partners, insuring business unit consensus of dashboard measurements to meet continuous improvement goals

- Establishes solid working relationships and maintains rapport with key leaders in NAS, India, and Corporate