

# Job Title: AM Car Benefit

Requisition ID **19161** - Posted - **People Services**

Our employees are our company's greatest asset - they are our real competitive advantage. We possess immense power of innovation, imagination and a desire to attract and retain the best; provide them with encouragement, stimulus, and make them feel that they are an integral part of the company's mission.

This position is responsible to facilitate employees for timely processing and delivery of benefits including Car Benefit through collaboration and support of internal & external stakeholders, duly complied with applicable policies.

Major responsibilities includes:

## Car Booking

- Review and check the eligibility criteria
- Agreement to Lease Document Generation and Sign off from authorised Signatories
- Submission of request to Bank and intimation to Employee once vehicle is booked

## Upfront / Refund / Cancellation

- Upfront provided by bank and get this verified from Business Finance
- Refund / Additional upfront verification from Business Finance upon vehicle delivery
- Cancellation of vehicle as per staff request

## Car Settlement

- To facilitate Exit staff for settlement of lease facility
- Liaise with Final Settlement team for Staff decision for Car settlement
- Coordinate with bank for staff decision for settlement i.e. Buy Back / Surrender / Lease Transfer
- Prepare letter for settlement of the staff vehicle
- Coordinate with Fleet department for NOC

## Car Invoice Processing

- Verification of monthly invoices of Banks
- Invoice approval from PS Management and processing through Business Finance

## Bringing Efficiencies and Digitalization in Existing Portfolio

- Process review to explore the feasibility of automation wherever applicable

## Compliance w.r.t. Applicable Polices & Laws

- To be updated regarding the changes in policy and market scenarios and thereafter immediate applicability to avoid non-compliance
- Ensure the compliance of all relevant policies while processing employee car benefit.

## Stakeholder Management

- To have a clear and accurate communication with all stakeholders while managing their expectations.
- Clear understanding of assigned role and responsibilities to avoid any conflict with relevant stakeholders.

**Education Required:** Graduate from a reputable institute preferably with major in HR

**Expereince Required:** 02 to 03 Years relevant experience

KE provides equal employment opportunity (EEO) to all persons regardless of age, color, origin, physical or mental disability, race, religion, creed, gender, marital status, status with regard to public assistance or any other characteristic protected by federal, state or local laws.