

**WILLIS LEASE FINANCE CORPORATION**  
**Job Description**

<b>Job Title</b>	Administrative Assistant, Sales Operations
<b>Department</b>	Sales
<b>FLSA Status</b>	Non-Exempt
<b>Location</b>	Novato, CA (moving to Larkspur, CA within six (6) months)

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**Summary:**

Administrative Assistant, Sales Operations to join existing staff in supporting Senior Sales Management and Global Sales Team for the leasing/buying/selling of commercial aircraft and spare aircraft engines (equipment). Following training, the position will be fully integrated with all areas of Sales and Marketing.

**Responsibilities:**

- Assist in the development of LOIs and proposals for the leasing/buying/selling of equipment, checking equipment availability, previous offers and any special circumstances pertaining. Interfacing with the Technical Department as needed.
- Provide support to global sales representatives working from remote offices or traveling worldwide, responding to their requests, relaying information and directions by appropriate means as required.
- Provide sales representatives with research support using FlightGlobal and Aviation Week Intelligence Network MRO Prospector on-line subscription services, including comprehensive Customer Strategy Reports.
- CRM, ERP, Leasepoint (asset management) training and proficiency.
- Assist in recording and distributing weekly marketing activity and off-lease equipment report.
- Preparing documents for the Credit Review Checklist (CRC).
- Filing of technical reports, electronically.
- Attend weekly inter-departmental and sales coordination meetings.
- Event planning, including off-site sales meetings, seminars and customer appreciation events.

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- Support arranging conference participation, monitoring deadlines for registration, sponsorship materials, presentations, payments and accompanying social events.
- Support arranging conference sponsorship and supplying appropriate advertising materials.
- Assisting Senior Sales Management as required, which includes expense reporting, and updating travel related documents

**Requirements:**

Successful candidate will have the following experience/qualifications:

- Computer proficiency with Microsoft Office, excellent Excel, PowerPoint, Word and Outlook skills.
- Must be able to work with and communicate effectively with diverse types of people to proactively gather and assemble information under tight timeframes.
- Ability to work on multiple projects simultaneously and meet deadlines.
- Effective project management skills.
- Self-motivated confident, energetic, and creative.
- Plan decisions and practice good judgment.
- Build excellent working relationship to attain goals.

**Travel/Misc.**

Occasional travel.

Note: This position will require working extended days, and/or scheduled evening and weekend cover.

**Apply**

Attach resume and send it to [joinus@willislease.com](mailto:joinus@willislease.com). Please reference job title