

WILLIS LEASE FINANCE CORPORATION
Job Description

Job Title Contract Administrator

Department Contracts

Location Various

Summary

Coordinate close of lease, purchase and sale transactions associated with aviation equipment, mainly aircraft engines. Work closely with customer, Marketing, Finance, in-house counsel and/or outside counsel in negotiation and production of lease, purchase/sale, financing and trust documents. Assist with initialization of new lending facilities.

Responsibilities

Pre-Closing

- Ensure lessee compliance to lease transaction conditions before close.
- Ensure buyer/seller compliance to purchase/sale transaction conditions before close.
- Preparing and forwarding required lease documents (which includes extensions, amendments, etc.) to in-house counsel and lessee on a transaction-by-transaction basis.
- Preparing and forwarding required purchase/sale documents to in-house counsel and buyer/seller on a transaction-by-transaction basis.
- Coordinating the filing of certain documents with governmental agencies mainly the FAA and International Registry.
- Coordinating preparation and positioning of necessary documents with the FAA.
- Preparing and forwarding lender required documents to lenders on a transaction-by-transaction basis.
- Preparing and forwarding trust/mortgage and other various required documents to owner trustee.

Post-Closing

- Follow-up on post-closing items, Chattel Paper and original documentation.
- Releasing and obtaining documents from escrow.
- Disseminating final documents to the parties.
- Indexing operative documents for records.

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On-going

- Ad hoc reporting.
 Preparing and forwarding agency agreements.
- Other duties as may be assigned.

Requirements

Successful candidate will have the following:

- 6+ years' experience in leasing industry (aviation a plus).
- Excellent verbal and written communications skills.
- Ability to work independently while keeping deadlines.
- Must be highly organized and have excellent attention to detail, as well as flexibility and a willingness to take on a variety of task.
- Proficiency with Microsoft Office Suite.

Travel

None

Apply

Attach resume and send it to employment@willislease.com. Please reference job title.