

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

<b>Job Title</b>	Operations Manager, Asset Trading
<b>Department</b>	Trading
<b>Location</b>	Novato, CA

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**Summary**

Responsible for developing and managing the deal flow from initial purchase/sale opportunity through to contract execution/closing. The Operations Manager, Asset Trading will coordinate between multiple departments to ensure all purchase/sale opportunities are reviewed by the necessary personnel, acting as the main liaison for information on status, details, and other information. This position requires significant project management skill and experience dealing with multiple projects, deadlines, and counterparties. The position reports to the Vice President, Portfolio Management & Trading.

**Responsibilities**

1. Acts as the primary coordinator between internal teams from receipt of an RFP for the purchase or sale of assets to execution of the contract
2. Prepare Letters of Intent for the purchase or sale of assets and track progress of active deals, ensure all conditions precedent are being met within specific deadlines
3. Schedule and host Investment Committee meetings to seek senior management approval for new deals. Prepare materials detailing the terms of these deals prior to meeting and circulate minutes to necessary teams in a timely manner after the meeting.
4. Manage the reporting of active deals and their status to senior management on a weekly basis and provide a summary of these active deals to the company in the weekly marketing meeting.
5. Develop and manage a project management platform for the Trading group to allow cradle-to-grave analysis and real-time monitoring of asset purchases and sales

**Requirements**

1. Project management or similar experience essential with some commercial experience preferred.
2. Experience with legal documents and contracts
3. Proficiency in Microsoft Word and Excel mandatory. Experience with project management tools preferred.
4. Aviation technical and/or financial knowledge preferred but not essential.
5. Strong interpersonal skills including the ability to work well with different levels of management.

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**Travel**

Little/None

**Apply**

Attach resume and e-mail to [joinus@willislease.com](mailto:joinus@willislease.com). Please reference job title.