



Job Description

Job Title: Contract Administrator
Company: Willis Lease Finance Corporation
Location: Larkspur, CA
Department: Legal & Contracts

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.

On-going:

- Ad hoc reporting.
- Preparing and forwarding agency agreements.

- Other duties as may be assigned.

Qualifications / Requirements

- 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 / Misc.:

- None.