

<b>JOB TITLE</b>	Contracts Manager
<b>DEPARTMENT</b>	Contracts Management
<b>LOCATION</b>	Dublin
<b>REPORTS TO</b>	Head of Contracts Management EMEA

Everything we achieve is made possible by our talented people. Fuelled by our commitment to excellence and collaborative spirit, we're shaping the future of aviation for generations to come. But life at AerCap goes beyond the pursuit of excellence. We are proud of our culture which is built on the values of Ambition, Excellence and Respect, and they act as a flight path for our people.

Our high-performance work environment is the perfect backdrop to develop into the professional you want to become. Whether you are at the start of your career, or a more seasoned professional, you will have the opportunity to learn from the best people in the industry and be part of the largest aviation leasing company in the world!

Sound exciting? We think so!

## JOB SUMMARY

The Contracts Management Department manages high monetary value transactions, enforces contract compliance, and fosters strong client relationships vital to AerCap's continued success. Working in a dynamic and challenging environment, a Contracts Manager is responsible for directing all related aspects of assigned accounts and transactions, managing AerCap and client compliance with the terms of the contract, corporate policies, and government regulations. This position is engaged in, among other things, ensuring agreements are accurately managed, liaising with internal departments, deal team members and external stakeholders to ensure thorough execution of the lease terms, managing delivery, return, and sales transactions, maintaining information in the corporate database and monitoring customer receivables. To succeed, a Contracts Manager must pay meticulous attention to detail, exercise strong communication skills in English, be client-focused, and be adept at managing multiple, competing priorities simultaneously.

AerCap is the global leader in aviation leasing with one of the most attractive order books in the industry. AerCap serves approximately 300 customers around the world with comprehensive fleet solutions. AerCap is listed on the New York Stock Exchange (AER) and is based in Dublin with offices in Shannon, Miami, Singapore, Amsterdam, Shanghai, Dubai, Abu Dhabi, Seattle and other locations around the world.

## ESSENTIAL FUNCTIONS OF THE JOB

### Contract Management and Compliance

- Monitor agreement stipulations and requirements as well as track critical events, in line with the terms of the agreement and policies and procedures ("P&Ps"), in order to ensure contract compliance with the various aircraft agreements (Lease, Sale and Purchase);

### Aircraft Transactions

- Interact with airline clients and third-party buyers, check and prepare certain Conditions Precedent documents ("CPs") and reconcile any outstanding receivables, as outlined in the contract and per P&Ps, in order to ensure successful delivery, redelivery and sale of aircraft in accordance with the contractual agreements. Attend delivery events with our OEM partners in Toulouse, Hamburg, Seattle, and São Paulo, as required;

**Database Management**

- Project manage the recordation and integrity of all relevant lease and portfolio information in AerCap's corporate management system, in order to make all contractual data available company wide. Perform intra-departmental audit checks on contract populations; prepare and distribute reports in order to analyze aircraft and contract data.

**Receivables/Reconciliation**

- Work closely with the Risk and Leasing Departments in mapping the strategy for the management of challenged airline accounts including, but not limited to, the collection of outstanding receivables, preparing and delivering Notices of Default, customer-facing workouts such as debt restructuring, all with the aim of protecting the assumed economic gains throughout the life of the lease;

**Letter of Credit Management**

- Manage the negotiation and issuance of Letters of Credit ensuring the ongoing terms and validity remain in accordance with the terms of the lease agreement and company P&Ps. Manage and, where required, travel to the bank for drawdown;

**General Management**

- Manage department and/or corporate compliance projects, e.g. Cape Town Registrations through the International Registry, Eurocontrol, UCC filings, Customs, Sarbanes-Oxley (Sox) Audits, register and / or deregister aircraft using knowledge of specific aviation authority requirements, lead and coordinate intra-department and team projects.

**JOB REQUIREMENTS, QUALIFICATIONS & COMPETENCIES****Educational/Experience**

- Bachelor's degree at a minimum.
- 2 - 4 years' prior corporate contract experience and/or experience in the aviation industry.

**Technical/Functional**

- Strong verbal and written communication skills in business English.
- High proficiency in Microsoft Excel, Word, and Outlook.
- Working knowledge of databases and document management systems.
- Ability to communicate effectively and confidently with senior management.
- Aptitude for working in teams.

**Key Competencies**

- Detail-oriented, organized, and able to handle multiple priorities and deadlines simultaneously.
- Attentive to overall quality of the final product.
- Flexible, self-starting, and tenacious with an exceptional aptitude for dealing with ambiguity.
- Demonstrates proactive approach to addressing problems and proven problem-solving skills.
- Able to excel in high-stress situations.
- Comfortable dealing with diverse, and at times challenging, personalities.
- Willingness and ability to travel – sometimes at short notice.

## OUR VALUES

### AMBITION

Ambition to us means winning together. We believe it takes bold people to help us shape the future of aviation. At AerCap, ambition means defying our own limits, breaking new ground, and setting higher standards for our business.

### EXCELLENCE

We believe in striving for nothing short of greatness. For us, excellence means redefining what is possible, and to constantly work towards outstanding solutions for our customers with unwavering commitment and collaboration.

### RESPECT

We believe in fostering an environment where everyone is welcomed, supported and valued. Respect means treating our people with dignity and honouring their individuality. We strive to create an environment where our people feel included and empowered to do their best work and reach their full potential.

## LIFE AT AERCAP/WHAT WE OFFER

- We offer attractive employment packages with a competitive salary and excellent benefits, including generous annual leave policies, health insurance for our employees and immediate dependents, pension/retirement savings plans and an all-employee share scheme.
- You will have the opportunity to learn from the best people in the industry and grow your career with the largest aviation leasing company in the world.
- Our Corporate Social Responsibility (CSR) programs provide opportunities for our employees to inspire positive change in our global communities and to make a positive difference in the communities in which they live through volunteering, fund-raising and other charitable initiatives.

**Make AerCap your destination of choice and join us to shape the future of aviation!**