

<b>JOB TITLE</b>	Operations Manager – Contracts Management
<b>DEPARTMENT</b>	Contracts Management
<b>LOCATION</b>	Shannon, Ireland
<b>REPORTS TO</b>	Head of Operations - Contracts Management

## JOB SUMMARY

The Contracts Management department manages and enforces contract compliance of lease and trading transactions, including the delivery process, and helps to foster customer relationships, vital to AerCap's continued success. Working in a dynamic international environment, the department is responsible for directing all related aspects of assigned leases for the contracts' life cycle and managing Company and client compliance with the terms of the contract, corporate policies, and government regulations. Working in a dynamic and challenging environment, the Operations Manager will work as part of Contracts Operations Team, capturing and managing integrity of all relevant lease and portfolio lease information in the Company's database, in line with policies and procedures. To succeed, an Operations Manager must have excellent analytical skills, a strong sense of urgency and the ability to manage multiple, competing priorities simultaneously.

## ABOUT AERCAP

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, Abu Dhabi, Seattle, Toulouse and other locations around the world.

## ESSENTIAL FUNCTIONS

### Operations Management and Compliance

- Develop and implement contract management instructions, policies, and procedures.
- Ensure documents and data input are accurate and comply with terms of the contract, corporate policies, and government regulations.

### Database Management

- Ensure accurate recording and integrity of all relevant lease and portfolio information in AerCap's corporate management system, to make all contractual data available company wide.
- Manage customer billings and system updates.
- Provide timely and accurate reporting as required.
- Manage customer payment receipts and system updates.

### General Management

- Partake in Department projects, supporting process and systems enhancements.
- Liaise with internal departments and external auditors.
- Support controllership, policies, and procedures for Contracts Management Team.
- Reporting on customer payments received.

## **JOB REQUIREMENTS, QUALIFICATIONS, and COMPETENCIES**

### **Education/Experience**

- Bachelor's degree or relevant qualification.
- Experience in the aviation industry is desirable.

### **Technical/Functional**

- High proficiency in Microsoft Excel, Word, and Outlook.
- Advanced working knowledge of databases and document management systems.
- Excellent communication skills, both verbal and written.
- Ability to work as part of a team.

### **Additional Competencies**

- Detail-oriented, organized, and able to handle multiple priorities and deadlines simultaneously.
- Extraordinary attention 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.

## **WE OFFER**

- Challenging job in a dynamic business environment.
- Interesting colleagues with different backgrounds from all over the world.
- An opportunity to become part of the dynamic world of aircraft finance with the largest aircraft lessor in the world.
- An attractive employment package with a competitive salary and excellent working conditions.