

JOB TITLE	Leasing Operations Associate
DEPARTMENT	Leasing Operations – Milestone Aviation Group
LOCATION	Dublin
REPORTS TO	Head of Leasing Operations

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!

ABOUT MILESTONE

Milestone Aviation Group, an AerCap company, is the world’s leading helicopter leasing and financing company. Milestone has over 50 customers in more than 40 countries, serving a variety of industries, including offshore oil and gas, search and rescue, emergency medical services, police surveillance, mining, fire-fighting, and other utility missions.

JOB SUMMARY

The Leasing Operations Associate plays an important role within Milestone Aviation Group and will be primarily responsible for the preparation of all commercial reporting managed by the Leasing Operations team which is used on a weekly basis to inform decision-making and drive operational efficiency. Other responsibilities include maintaining and improving commercial systems/processes, certain deal related support and collecting and maintaining market intelligence.

ESSENTIAL FUNCTIONS OF THE JOB

- Responsible for the preparation of reports for the weekly all employee Quick Market Intelligence (QMI) call which reviews the status of all deals in progress to determine priorities and action items for the week ahead to drive operational efficiency and execution.
- Responsible for the preparation of weekly aircraft availability reports including target rents and commercial prospects.
- Support the Head of Commercial and Head of Leasing Operations in detailed commercial reporting including weekly Commercial call reports, demand pipeline & tender tracking.
- Support the Head of Leasing Operations in expanding market intelligence tracking, by working directly with Commercial teams to collect local intelligence and combine with global fleet database to draw critical conclusions around aircraft availability for key types, details of competitors’ fleets and information around market pricing.
- Maintain and drive improvements to marketing systems/processes (e.g. Salesforce).
- Participate on deal teams as required and provide timely and constructive input to potential transactions. Assist in the preparation of Transaction Approval Requests.

- Support the Head of Leasing Operations and Senior Manager of Pricing Analysis with pricing support on transactions as required.
- Co-ordinate the payment process for new aircraft purchases including liaising with Treasury/Finance with regard to the payment.

JOB REQUIREMENTS, QUALIFICATIONS & COMPETENCIES

Educational/Experience

- Business/Finance degree desirable
- Must have unrestricted authorization to work in Dublin, Ireland
- Must be willing to work out of an office in Dublin, Ireland

Technical/Functional

- Excellent Excel skills
- Excellent quantitative, financial & analytical skills
- Proficiency in PowerPoint and Word
- Strong verbal and written communication skills
- Comfortable presenting materials in both formal and informal settings

Key Competencies

- Ability to manage inter-departmental relationships across AerCap's global offices
- Passion for the Aviation / Leasing industry
- Ability to prioritize and meet multiple deadlines
- Hard working team player, flexible and able to perform under pressure
- Ability to act on own initiative, take responsibility, motivate, and lead others effectively
- Someone who takes a proactive approach to solving problems
- Well organised, diligent, and thorough, with a desire for continuous improvement

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!