



Job title: Leasing Coordinator
Department: Leasing
Location: Miami, FL
Reports to: SVP, Head of Americas

AerCap is the global leader in aviation leasing and the largest owner of commercial aircraft in the world. AerCap is the industry leader across all areas of aviation leasing, with industry-leading teams, a highly attractive portfolio, a diversified customer base and an order book of the most in-demand new technology assets in the world. AerCap serves approximately 300 customers around the world with comprehensive fleet solutions. This scale, combined with our industry-leading team and deep domain expertise, enables us to provide comprehensive and tailor-made fleet solutions that are unrivaled in the leasing business.

JOB SUMMARY

The Leasing Department is responsible for global commercial leasing strategy and activity. The Coordinator supports numerous projects integral to maintaining department efficiency. Specific tasks include process automation, document preparation, and the standardization of internal processes and templates. To succeed, the incumbent must possess strong analytical and organizational skills and must express an interest in process automation.

ESSENTIAL FUNCTIONS

60-70% Process automating and preparation

- Partner with IT on the design and automation of standard term sheets
- Create and deliver leasing reports
- Coordinate and update the Leasing Summary and standard term sheets
- Coordinate and update transaction process forms and related descriptions

30-40% Administrative support

- Coordinate the approval process for term sheets
- Manage transaction team / process related projects
- Provide coverage for Administrative Assistants as needed
- Support department-wide projects as needed

JOB REQUIREMENTS, QUALIFICATIONS, and COMPETENCIES

- Bachelor's degree
- 3-years of experience in a corporate environment
- Highly proficient in Microsoft Office Suite, specifically, Excel and Word
- Strong technology skills / interest in process automation
- Strong verbal and written communication skills
- Work well independently and as part of a team

- Willing and able to execute tasks and assume responsibilities outside of the position's scope

- Detail-oriented, organized, and able to handle multiple, competing priorities and deadlines simultaneously
- Proven problem-solving skills
- Ability to handle multiple priorities and deadlines simultaneously
- Flexible, self-starting, and tenacious with an aptitude for dealing with ambiguity
- Flexibility to work after hours and/or weekends when required