



Job Title: Contracts Manager, Contracts Management
Department: Contracts Management
Location: Dublin, Ireland
Reports to: Head of Contracts Management EMEA

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 aircraft leasing with a portfolio of over 2,000 aircraft, over 900 engines, and over 300 helicopters, together with an order book of approximately 450 of the most in-demand new technology aircraft in the world. AerCap serves approximately 300 customers around the world with comprehensive fleet solutions.

AerCap is listed on the New York Stock Exchange (AER) and has its headquarters in Dublin with offices in Miami, Shannon, Amsterdam, Singapore, Shanghai, Dubai, Abu Dhabi, Seattle, Toulouse and other locations around the world.

ESSENTIAL FUNCTIONS

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&P's, 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&P's. 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.

PERFORMANCE INDICATORS

- Job knowledge
- Efficiency
- Accuracy
- Problem solving
- Dependability
- Flexibility
- Accountability

JOB REQUIREMENTS, QUALIFICATIONS, & COMPETENCIES

Education/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.

Additional 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.

We Offer

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