

NFS Leasing is a privately held North American leader in Equipment Finance with more than 18 years' experience. NFS provides solutions supporting businesses and organizations with challenged credit including: early stage, start-up & pre-revenue, financially distressed companies and turn-arounds. NFS uses its own balance sheet capital and provides fast flexible credit decisions. Since 2001, NFS Leasing is proud to have created thousands of jobs and infused almost \$1,000,000,000 of capital into credit challenged firms, a segment of the economy that struggles to secure critically needed financing.

We are looking to add an individual to our talented team of Leasing Administrators who are responsible for coordinating with our sales, credit, legal and accounting teams to ensure the leasing process goes smoothly from beginning to end and beyond.

The Leasing Administrator is responsible for:

- Researching potential lease transactions which includes:
 - Corporate status searches
 - Judgement and lien searches
 - Property owner and encumbrance searches
 - Personal credit reports
 - Web research on customers and vendors
 - Site inspections, appraisals and audits
 - Determining hard and soft cost ratio of the leased assets
 - If and how we are able to obtain title or PMSI to leased assets
- Creating executable lease documents consistent with the credit approval
- Assisting customers in completion of lease document packages
- Reviewing and preparing lease packages for funding:
 - Verify all documents are executed properly
 - Obtain evidence of required liability and property insurance
 - Ensuring receipt of title or placing of lien on titled vehicles
 - Research and file UCCs with the appropriate state entities for each lease
 - Present a well-organized funding package for accounting
- Maintaining multiple spreadsheets used for reporting pertaining to documentation and financial data
- Ensuring all turnaround times, deadlines, and standards are met
- Reading and comprehending vendor programs
- Maintaining high level of customer service
- Maintaining organized and up to date internal files
- Monitoring and prioritizing incoming lease packages
- Performing other projects/functions as required

The Leasing Administrator should possess:

- Bachelors' Degree or equivalent work experience
- Experience maintaining physical and electronic filing systems
- Strong communication and organizational skills
- Strong understanding of math
- Strong working knowledge of Microsoft Office products. *Intermediate to expert experience with Excel required
- Ability to prioritize and multi-task in a fast-paced environment while meeting strict deadlines
- Attention to detail
- Ability to work under pressure
- Ability to understand and interpret contractual language of lease agreements
- Ability and strong desire to learn and succeed in a fast-paced environment
- Strong data analysis skills

- Experience consolidating and presenting data
- Experience using SalesForce.com CRM system, a plus
- Paralegal experience, a plus
- Knowledge of lending/leasing principles, a plus

Starting at \$55,000 annually

*Compensation is commensurate with experience