

Leasing Administrator

NFS Leasing is currently seeking a Leasing Administrator to join its contracts team. The main responsibility of this individual will be to perform a variety of leasing administrative duties and work closely with NFS' sales, credit, legal, and accounting teams to ensure a seamless leasing process from the beginning to the end.

The Leasing Administrator is responsible for:

- Researching potential lease transactions which include:
 - 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 the 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 a 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:

- Bachelor's 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 a 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

*Compensation is commensurate with experience

About NFS Leasing Inc.: NFS Leasing is a privately-held independent equipment finance leader with more than 16 years of experience. NFS provides equipment financing and secured loans to small and middle-market non-investment grade companies in the U.S. and Canada.

NFS Leasing, Inc. is a collaborative and innovative workplace, serving growth-oriented companies with equipment financing.

NFS is committed to continued growth and is immediately adding to the team. NFS offers solid compensation along with a generous benefits package that includes 401K, paid volunteer, parental, bereavement and longevity/recharge leave, as well as medical, dental, life insurance, PTO.

NFS Leasing, Inc., is an equipment finance company headquartered in Beverly, MA, and known as 'THE story lender'. Visit our website at: <https://nfsleasing.com>

We are an equal opportunity employer and give consideration for employment to qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability status, protected veteran status, or any other characteristic protected by federal, state, and local law.

NFS is committed to the health and safety of our associates, candidates, and customers.