



R A P I D I T É

We are looking a

LEASING ADMINISTRATION SPECIALIST H/F ENGLISH (C1-C2)

Be responsible for all activities linked to contract administration of leasing business process, handled by the Company Leasing platform.

In particular, this includes :

- Tasks during the contracts' lifecycle, from activation to termination such as restructuring, prolongation and early settlements.
- Process and review all the aspects of leasing documentation to ensure completeness, validity and accuracy.
- Maintain physical and electronic lease document storage system.

Execute and support the Leasing Back Office activities:

- Execute and review the customer invoicing.
- Follow up the customer receivables.
- Manage several monthly reports: including Statement of account, Control reports, Cash Flow forecast.
- Evaluate the Equipment Financing Solution end-to-end process metrics.
- Perform ad-hoc activities: including third party guarantor notifications.
- Accomplishes tasks within designated time frame and provides high quality service by responding to Front Office, customer or market inquiries, requests or problems.
- Ensure a sound and effective control environment for all the leasing activities.
- Partner closely with internal departments, including Finance, Legal and Tax.
- Identify and implement potential improvements of Back office operations.
- Evaluate improvements, log requests and issues while ensuring a proper follow up with the system provider related to the Leasing Management System.

Requirements:

- Master degree in Finance or Business Administration
- Minimum four years of experience in leasing or other financial operations activities.



- Advanced knowledge of products, terminology, legal documents and systems related to leasing operations.
- Proven skills in Project Management.
- Self-direction, ability to prioritize and excellent organizational abilities.
- Creative problem solver who is flexible and open to new ideas and new approaches.
- Must be able to maintain a high degree of personal integrity, confidentiality and professionalism.
- Effective with working independently, multiple team and cross functional environment.
- Experience with Data Analytics.
- Excellent verbal and written communication skills in English (both written and spoken)
- Proficiency with MS Office 365, including MS Power BI.

Advantages to have:

- Ability to apply critical thinking for all elements of lease documentation construction.
- Ability to master multiple software applications, including Ambit Asset Finance.
- Good mathematical skills and general knowledge of basic accounting procedures used within the assigned area.
- Past experiences working in mature companies with a strong internal control system.

Start : As soon as possible

Contract : 12 months

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