



LEASING ADMINISTRATOR

Corporate Headquarters – Bedminster, NJ --- limited Positions Available Nationally

With twelve years as a cutting edge industry leader, DDI Leasing is seeking to continue its growth with the hiring of **Leasing Administrative Specialists**. The Leasing Administrator is responsible for managing all aspects of the vendor / customer / funding relationship at the transactional level. The principal focus is on supporting the external sales force through the preparation and processing of lease transaction documentation, oversees successful funding and by maintaining excellent communication with our customers, vendors, management and sales individuals.

Qualifications and Competencies:

- Two to Ten (2-10) years of lease documentation / funding experience.
- Vendor and/or Paralegal experience is relevant and desired.
- Excellent knowledge of lease and related documentation.
- Basic understanding of leasing principals and contract negotiation.
- Detail Oriented – Organized – Customer Focused.
- Exceptional verbal and written communication skills.
- Flexible, Cooperative and Team Oriented.
- Ability to prioritize workload in a multi-tasking environment.
- Ability to work independently with minimal direction.
- A self-starting, winning attitude and work ethic to succeed.

Computer/Software Proficiencies Required:

- Advanced PC skills
- Microsoft suite with emphasis on Word and Excel

Responsibilities:

- Manage lease transactions with timely preparation / review of documentation.
- Provide proactive and accurate verbal and written communication with clients.
- Facilitate problem resolution by accurately reviewing trade-ins, buyouts and vendor purchases and ensuring that correct rates were used by sales.
- Renew expired credit approvals, rate quotes and secure final pricing.
- When required, coordinate delivery and acceptance of equipment with customer.
- When required, prepare vendor / dealer / customer purchase orders.
- As necessary, consult with legal and credit on the development of customized documents.
- Interact with lessees as needed to facilitate changes and addendums to contracts.
- Provide for timely filing of UCCs, as required.
- Complete Lease Summaries and complete funding packages – ensure vendor payments are processed.
- Use judgment within defined business practices and procedures.

Compensation / Benefits:

- Competitive Salary commensurate with experience and lease administration knowledge.
- Our comprehensive benefits package includes paid vacation, 401k, medical & dental insurance and disability benefits.

How to Apply:

Go to our website at www.ddileasing.com and submit your resume under the Careers tab.