

JOB TITLE	Contracts Manager
DEPARTMENT	Contracts Management
LOCATION	Singapore
REPORTS TO	Head of Contracts Management APAC

Everything we achieve is made possible by our talented people. Fuelled by our commitment to excellence and collaborative spirit, we're shaping the future of aviation for generations to come. But life at AerCap goes beyond the pursuit of excellence. We are proud of our culture which is built on the values of Ambition, Excellence and Respect, and they act as a flight path for our people.

Our high-performance work environment is the perfect backdrop to develop into the professional you want to become. Whether you are at the start of your career, or a more seasoned professional, you will have the opportunity to learn from the best people in the industry and be part of the largest aviation leasing company in the world!

Sound exciting? We think so!

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, the Contracts Manager is responsible for directing all related aspects of assigned leases for the contracts' life cycle and 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 other departments to ensure thorough execution of the lease terms, and managing delivery, return, and sales transactions, and maintaining the information in corporate database. To succeed, the 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.

ESSENTIAL FUNCTIONS OF THE JOB

Monitor and Ensure Lease Compliance

- Monitor, check and manage lease/purchase/sale stipulations and requirements as well as track critical events, in line with the terms of the agreement and policies and procedures, in order to ensure compliance with the various aircraft agreements (Lease, Sale and Purchase) and Letter of Credit Management.

Aircraft Delivery and Redelivery

- Interact with airline clients, check and prepare certain Conditions Precedents (CPs) and reconcile any outstanding receivables, as outlined in the contract and per the policies and procedures, in order to ensure that delivery and redelivery of aircraft in accordance with the contractual agreements will take place.

Database Management

- Capture and manage integrity of all relevant lease and portfolio lease information in AerCap's corporate management system (CMS), in line with policies and procedures, in order to make all contractual data available companywide.

Receivables/Reconciliation

- Collect receivables and check outstanding payments from customers, prepare and send out demand letters and notices of default, as well as reconcile security deposits and lease payments, in accordance with policies and procedures, with the purpose of overseeing and influencing the in and out flow of funds during the lease term.

Legal Documents

- Prepare ancillary legal documents and correspondence such as draft relevant Conditions Precedent in line with the terms and conditions set forth in the contract and the policies and procedures.

Internal Reporting

- Prepare and distribute reports, inline with AerCap's requirements, in order to provide internal and external parties with relevant and up to date lease/portfolio information.

Other

- Manage ad-hoc special transactions or regulatory requirements (e.g., Cape Town Registrations, Eurocontrol, Customs, Sarbanes-Oxley Audits), register and / or deregister aircraft using knowledge of specific aviation authority requirements, manage intra-department and team projects.

JOB REQUIREMENTS, QUALIFICATIONS & COMPETENCIES**Educational/Experience**

- Bachelor's degree or relevant experience.
- 3-6 years of prior corporate contract experience, preferably in the aviation industry.

Technical/Functional

- Strong verbal and written communication skills in business English.
- High proficiency in Microsoft Excel, Word, and Outlook.
- Understand databases and document management systems.
- Understand the impact document terms have on various business areas.

Client Relationship

- Develop and foster long-term client relationships.
- Work with other departments, manufacturers, and third parties.
- Effectively and confidently communicate with senior management.

Teamwork

- Ensure seamless functioning and communication between the various offices.
- Liaise with other departments to ensure the complete execution of lease terms.
- Must work well both independently and in teams.

Additional Competencies

- Detail-oriented, organised, and able to handle multiple priorities and deadlines simultaneously.
- Extraordinary attention to overall quality of the final product.
- Flexible, self-starting, and tenacious with an exceptional aptitude for dealing with ambiguity.
- Proactive about addressing problems and proven problem-solving skills.
- Able to excel in high-stress situations.

PERFORMANCE INDICATOR

- Job knowledge.
- Efficiency.

- Accuracy.
- Problem solving
- Dependability.
- Flexibility.

OUR VALUES

AMBITION

Ambition to us means winning together. We believe it takes bold people to help us shape the future of aviation. At AerCap, ambition means defying our own limits, breaking new ground, and setting higher standards for our business.

EXCELLENCE

We believe in striving for nothing short of greatness. For us, excellence means redefining what is possible, and to constantly work towards outstanding solutions for our customers with unwavering commitment and collaboration.

RESPECT

We believe in fostering an environment where everyone is welcomed, supported and valued. Respect means treating our people with dignity and honouring their individuality. We strive to create an environment where our people feel included and empowered to do their best work and reach their full potential.

LIFE AT AERCAP/WHAT WE OFFER

- We offer attractive employment packages with a competitive salary and excellent benefits, including generous annual leave policies, health insurance for our employees and immediate dependents, pension/retirement savings plans and an all-employee share scheme.
- You will have the opportunity to learn from the best people in the industry and grow your career with the largest aviation leasing company in the world.
- Our Corporate Social Responsibility (CSR) programs provide opportunities for our employees to inspire positive change in our global communities and to make a positive difference in the communities in which they live through volunteering, fund-raising and other charitable initiatives.

Make AerCap your destination of choice and join us to shape the future of aviation!