

Leasing Administrator

Fast-growing equipment leasing and financing story lender is expanding its Operations Team to keep up with exciting growth!

If you thrive in a fast-paced, team-oriented environment, enjoy coordinating complex transactions from start to finish, and take pride in precision, organization, and customer service, this is the role for you.

NFS Capital, LLC is seeking a Leasing Administrator to join our growing Operations team. This role is critical to ensuring equipment leasing transactions move smoothly from credit approval through documentation, funding, and post-funding administration. The Leasing Administrator partners closely with Sales, Credit, Legal, and Accounting to deliver a seamless experience for our customers while maintaining rigorous internal standards.

This position will be located in-office at our Beverly, MA location.

Key Responsibilities include:

- Coordinate and support lease transactions from approval through funding and beyond
- Conduct transaction research, including:
 - Corporate status, judgment, and lien searches
 - Property ownership and encumbrance research
 - Business and personal credit reports
 - Web-based research on customers and vendors
 - Site inspections, appraisals, and audits as required
 - Analysis of hard vs. soft cost composition of leased assets
 - Determining ability to obtain title or PMSI on leased assets
- Prepare accurate and executable lease documentation consistent with credit approvals
- Assist customers with completion of lease document packages and respond to documentation-related questions
- Review and prepare complete lease packages for funding, including:
 - Verifying proper execution of all documents
 - Obtaining evidence of required liability and property insurance
 - Ensuring receipt of title or proper lien placement on titled vehicles
 - Researching and filing UCCs with appropriate state entities

- Presenting well-organized funding packages to Accounting
- Monitor incoming lease packages and prioritize workflow to meet turnaround times and deadlines
- Maintain organized, accurate, and up-to-date physical and electronic files
- Deliver a high level of internal and external customer service
- Support additional projects and operational initiatives as needed

Key Requirements/Qualifications:

- Bachelor's Degree or equivalent work experience required
- Strong organizational skills with exceptional attention to detail
- Ability to manage multiple transactions simultaneously in a deadline-driven environment
- Strong understanding of math and financial concepts
- Proficiency with Microsoft Office required; intermediate to advanced Excel skills required
- Excellent written and verbal communication skills
- Ability to understand and interpret contractual language in lease agreements
- Experience maintaining physical and electronic filing systems
- Strong analytical and data management skills, including consolidating and presenting information
- Ability to work effectively under pressure in a fast-paced environment
- Salesforce CRM experience, a plus
- Paralegal experience, a plus
- Knowledge of lending and/or equipment leasing principles, a plus
- Strong desire to learn, grow, and succeed in a collaborative team environment

About NFS Capital, LLC:

NFS Capital, LLC is a privately-held leader in Equipment Finance across the U.S. and Canada. NFS Capital is a story lender and provides flexible equipment finance solutions supporting businesses and organizations, including emerging, established, and turnaround companies. Since 2006, NFS Capital has proudly created thousands of jobs and infused over \$1.5 billion of capital into non-investment-grade firms, a segment of the economy struggling to secure critically needed equipment financing.

NFS Capital is committed to continued growth and is immediately adding to its team. We offer competitive compensation along with a generous benefits package. We are an equal opportunity employer and consider employment applications from qualified candidates 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 laws.

Salary Range: \$65,000 to \$95,000