

Catalyst is a nationally based commercial equipment lease broker who operates across Canada and the US. Started in 2005 Catalyst has experienced rapid growth the past 12 months and is looking for the right candidate to fulfill our Leasing & Funding Administrator role.

Leasing & Funding Administrator

Leasing and Funding Administrator will have overall responsibility for all transactions from credit/documentation to deal funding. They will review lease documents for accuracy, legal integrity prior to being sent to the client for signature. Upon receipt of signed documents they will audit them, contact client to obtain any missing information, work with Credit and Sales to complete the funding package allowing the deal to be booked. The successful candidate must be able to work in a fast paced office environment with good multi-tasking skills and prioritizing capabilities. Customer service is key as you will be working closely with our leasing customers, admin staff, REPs, funders and vendors.

Duties

- Works closely with Catalyst's funding partners to understand their processes, documentation, and funding requirements. Ensures timely funding of lease files by reviewing documents and programs for accuracy and correctness.
- Call customers to obtain required information for approvals and to complete transactions
- Update our system of funding details.
- Assisting with commission reports.
- Ensures proper handling of lease programs and funding for multiple vendors
- Communicates with vendors, sales reps, and internal staff regarding documentation issues, new programs, and pending approved lease applications.
- Manages Lease Co-ordinators through the entire lease cycle from credit submission to funding.

Qualifications

- Should have post-secondary education in business and/or 2-3 years work experience.
- Excellent communication (written and verbal), analytical skills, and ability to catch on quickly required.
- Ability to work well under pressure and deadlines necessary.
- Must have good organizational skills who can multitask and has the ability to work with limited supervision.
- Have a good aptitude for numbers.
- Important to be confident on the phone with commercial clients.
- Experience in leasing, mortgage or banking with an aptitude for numbers is preferred.

Please email your resume to: cwaite@catalystsoftwarefinance.com