



ATEL
Capital Group®

Senior Contract Administrator/Transaction Manager (Full Time/Permanent)

ATEL Capital Group and affiliates (“ATEL”) have been providing equipment leasing services to Fortune 500 companies for over forty years, and private debt to emerging venture growth companies for the last twenty-five years; via public and private retail and institutional investment fund programs. ATEL is currently looking to hire a Senior Contract Administrator/Transaction Manager for ATEL’s Legal Department, documenting and funding equipment lease and venture debt transactions, as well as general contract and legal administration work on behalf of ATEL Leasing Corporation and ATEL Ventures, a division of ATEL Growth Capital.

Job Description:

The **Senior Contract Administrator/Transaction Manager** position requires a minimum of 10 years’ experience as a Senior Contract Administrator and/or Transaction Manager for a leasing company or retail bank, in the area of lease or venture debt transactions, and/or with corresponding relevant experience. Reports directly to Contracts Manager and the Associate General Counsel.

The **Senior Contract Administrator/Transaction Managers** shall have overall oversight and responsibility for lease and venture debt transactions. General responsibilities and duties include:

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 - Provide administrative support in negotiation, documentation, and coordination with ATEL lessee or debtor customers, their counsel, vendors, lenders, bankers, landlords and similar parties to quickly and correctly close leasing and loan transactions in accordance with ATEL policies and procedures while successfully interfacing with ATEL marketing, accounting and investor services personnel.
 - Properly maintain lease and loan transaction files, to maintain UCC and insurance databases, to generate required reports, assist with office technology, and to provide regulatory compliance and corporate organizational support.
 - Support Transaction Officers (Vice President Contract Administration, Associate Counsel, Assistant Counsel or General Counsel), including document preparation and transmittal, file maintenance (assignment and assumptions, amendments, etc.).
 - Conduct Uniform Commercial Code (UCC) Searches; insurance coverage, follow-up and tracking; debt/equity package preparation; and filing of Lease Transaction files and documents.
- Specific responsibilities and duties (and % time expected to be devoted) include:
 - Documenting and Closing Transactions (65%): Documenting and closing of middle-market to large, multi-party lease transactions, as well as venture secured loans, stock warrants and stock purchase transactions with venture companies, and leveraged transactions with bank lenders. Assisting Legal Department attorneys in preparing legal documents as needed. Responsible for preparing of lease schedules, venture loan schedules, and related documentation, exhibits, amendments, etc. and the funding of the lease and venture loan transactions in accordance with approvals, resulting in successful, accurate and timely closings to ensure lessee and venture borrower satisfaction. Communicating directly with lessees, venture borrowers, and ATEL personnel to coordinate document flow.

- Transaction Administration (20%): Preparing, labeling, organizing and maintaining and keeping current traditional paper transaction files in Legal Department file room and inputting these transaction files into ATEL's Documentation Management (DM) platform (including original executed lease and loan documents, schedules, correspondence, insurance certificates, inter-company assignments, appraisals, UCC's etc.). Organization and maintenance of physical Transaction Files: Organize and prepare physical Transaction Files for final filing including organizing and labeling of all Transaction Files and filing of all Transaction documents for Transaction File completion.
- Debt/Equity Packages (10%): Assisting Legal Department attorneys in preparing debt for bank lenders and equity packages and equity packages for potential transaction purchasers as needed, including: conducting file review, correcting any file discrepancies and scanning and transmitting debt packages to lenders and equity packages to transaction purchasers.
- Special Projects/Legal Department Administration (5%): Assisting with special projects as needed. Assisting the Legal Department with various administrative matters. Assisting with regulatory compliance and corporate organizational support as needed.

Relevant Knowledge/Skill Base:

This position requires strong organizational skills, excellent people skills, computer skills, math aptitude and problem solving skills.

- Attention to detail
- Word processing and spreadsheet skills including database experience
- Excellent verbal communications skills and writing skills
- Accuracy and proof-reading skills
- Ability to prioritize workload
- Ability to work with multiple levels of management

Qualifications:

Requirements:

- Bachelor's Degree
- Prior experience closing lease and/or debt contracts and transactions
- Excellent organizational and computer skills
- Ability to handle pressure
- Personable and good team member working with others in a customer service-focused company
- 10 years' experience, or more in contract administration

Desirable:

- Concentration in Business or Finance

Compensation and Benefits:

ATEL offers a progressive environment that encourages growth, career advancement opportunities and great benefits – as well as competitive compensation packages. A partial list of ATEL employment benefits include:

- Medical, dental and life insurance
- 401(k) with generous employer matching
- Flexible benefits plan

Full-Time Employee	ATEL Financial Services, LLC	Position Title:	Transaction Manager
Number of Openings:	1	Salary Range:	DOE (Please provide salary expectations)
Work Type:	Exempt Employment	Duration:	Permanent
Approximate Hours Per Week:	40 hours	Travel Percentage:	Limited
Job Location(s):	San Francisco, California United States	Resume Receipt:	On file