

Lease Administrator
San Francisco, CA

Trinity Capital Corporation, a division of Bank of the West, is a market leader in offering innovative, small ticket leasing programs that enhance the sales and profitability of equipment manufacturers, distributors and dealers. We have an excellent opportunity in the San Francisco Financial District for an experienced professional to join a leader in the equipment leasing industry!

In this key role, you will review completed credit applications, input data into front-end system (DealerNet), generate personal credit reports (Equifax or Experian) & business reports (D&B), review all credit reports for accuracy, and communicate major derogatory issues to National Account Managers (NAMs). OFAC searches are performed in accordance to US Patriot Act compliance procedures. You will also prepare lease/loan documents, issue Purchase Orders to vendors, communicate with our customers from application through funding, and prepare the file for funding review and booking.

Additionally, you will manage lease applications from initial input of credit application, prepare lease documents, oversee funding, prepare files for boarding, and communicate daily with our customers, Sales Representatives and vendors to update the status of accounts and resolve any issues on transactions. Requires 3 years of general contract or lease administration experience. Experience managing vehicle transactions or titling is a definite plus. PC proficiency with Excel & Word preferred. The ability to excel and thrive in a deadline driven environment and strong organizational & written/verbal communication skills would be helpful.

Trinity Capital Corporation, a division of Bank of the West, offers competitive compensation and comprehensive benefits. For immediate consideration, visit www.bankofthewest.com, click on Employment, and then click on 'View all Bank of the West opportunities and apply online.' Bank of the West and its subsidiaries are equal opportunity/affirmative action employers. It is our policy to recruit, advertise, employ, promote, transfer, discipline, and discharge without regard to race, religion, color, national origin, age, physical or mental disability, veteran status, sex, and any other basis protected by federal, state, or local law.

Bank of the West
Community Focused Banking