



Lease Service Coordinator

At Turbine Engine Specialists we take pride in providing superior customer service and looking for a superior candidate who is self-motivated, has strong multi-tasking abilities, is detail oriented, quick learner, can adapt to most situations easily, is friendly, and can work well under pressure.

As a Lease Service Coordinator, you will be responsible for processing APU Engine rental requests that are submitted from around the world. This will include but is not limited to preparing and sending documents for customer signature, responding to internal and external customer inquiries via email and phone, entering data collected into various applications, maintaining this data through end of lease, monitoring the location of assets on lease and assist with lease end processing.

Key responsibilities include:

- Creating bailment agreements
- Creation, upkeep, and processing of Work Orders daily
- Verify order information to ensure accuracy
- Collaborate with internal and external customers on shipping schedule and customer delivery questions/concerns
- Update inventory locations and rental requests throughout the Rental Lifecycle Process

Position Requirements include:

- A minimum of 2 years customer service experience.
- A minimum of 2 years' experience working in Microsoft 365 and other web-based applications such as OneDrive, Box, AdobeSign, Salesforce, Excel, ZOOM, Microsoft Teams, and Google.
- Strong computer experience and skills
- Strong detail orientation
- Strong organizational skills
- Strong multi-tasking skills
- No travel required

Preferred Skills and Experience:

- Previous experience in the aerospace industry
- Advanced Microsoft Excel skills
- Salesforce experience
- SharePoint experience
- Corridor experience
- High School Diploma or equivalent
- Phone experience
- Solid listening skills and can easily follow written and verbal instructions
- Speak a second or multiple languages such as French, German, Spanish, Turkish, and/or Arabic

Qualified candidates may apply by sending resume to: jobs@tesservice.com