



Career
Opportunity

TYPE: External Advertisement
ROLE: Full Time Lease Administrator
BUSINESS LINE: VantageOne Leasing Inc.

DATE: 14FEB025

ADVERTISEMENT NUMBER: EX 2025 - 02

CLOSING DATE: Until Filled

HOW TO APPLY: Please **email** a resume and cover letter to HR@vantageone.net.
Please indicate the advertisement number in the subject line of email.

Position Overview:

As a **Full Time**, Lease Administrator in our Leasing Subsidiary, you will play a vital role in supporting our team of dedicated Leasing professionals. This full-time position is scheduled for 36.5 hours per week, Monday to Friday, in our Vernon BC office location.

Key Responsibilities:

- Provide administrative support to Lease Team
- Respond to inquiries and maintain professional correspondence with brokers, vendors and lease clients including handling broker communications, and managing documents.
- Handle data entry, record-keeping and document management.
- Assist with office operations, including supplies and inventory management.
- Ensure accurate and up-to-date records and databases.
- Collaborate with team members to ensure efficient workflow and exceptional service.

Qualifications:

- A proactive problem-solving mind set, excellent organizational and time-management skills.
- Effective communication and interpersonal skills, excellent written and verbal communication skills with a strong attention to detail and accuracy.
- Strong computer skills, including proficiency in Microsoft Office Suite and ability to work in various software programs
- Grade 12 plus post-secondary course completion. Previous administrative experience in commercial or leasing environment. Canadian Finance and Lease Association Course completion is an asset.

Company Overview:

At VantageOne, we are neighbors helping neighbors. We have been helping our neighbors since 1944 when our first branch was opened in the North Okanagan. We are driven by a strong set of values that guide our actions and define our commitment to our members, clients, and employees. We are passionate about our Members and Clients, we are Action Driven to explore ways to innovation and simplify our member and client experiences, we take Ownership and Accountable for our actions and we are always striving to Be the Best. In addition, we are dedicated to promoting Diversity, Equity, Inclusion, and Reconciliation (DEIR) in all aspects of our organization.

Our mission is clear: By building strong relationships with our members/clients, we deliver member/client-focused advice and high-quality financial services, fostering growth for both our employees and the communities we serve.

Why Join VantageOne?

- Be a part of a team that is passionately committed to delivering exceptional client service.
- Opportunity for growth and career development within the company.

- Engage in a collaborative, dynamic, and inclusive work environment.
- Competitive compensation and benefits package. Compensation will be aligned with the candidate's experience and skillset. Monthly salary ranges from \$4,075.66 to \$5,231.75. Contribute to a workplace that values and prioritizes Diversity, Equity, Inclusion, and Reconciliation.

If you are ready to embrace our values, contribute to our mission of delivering high quality Lease services to help our communities grow, and play a role in advancing DEIR principles, we encourage you to apply for the Full Time Lease Administrator position. Join us in our journey to excel, innovate, simplify, and foster a diverse and inclusive work environment.

To apply, please submit your resume and cover letter to HR@vantageone.net. We welcome applications from all interested; however, only those selected for an interview will be contacted.



Job Description

POSITION TITLE:	Lease Administrator
BUSINESS:	VantageOne Leasing Inc.
UNIT/DEPARTMENT:	
LOCATION:	3111 – 32 Avenue, Vernon, BC
REPORTS TO:	Lease Manager

PURPOSE OF POSITION

This position is responsible for providing a high level of administrative support to the Leasing team. This role is responsible for performing a variety of support duties for the leasing team by assisting in the administration and processing of various department needs.

ROLES AND RESPONSIBILITIES/DUTIES

Lease Administration - Leasing Team Support:

- Acts as a first contact for broker/vendors/clients, identify needs and provide appropriate solutions or by referring forward to Account Manager or Lease Manager
- Initiates, compiles and creates lease administration correspondence such as forwarding welcome letters to Lessee with copy of lease
- Prepares Excel spreadsheet for calculating CCA per lease
- Assists with searches for credit and corporate information BC Online, PPSA Canada and Equifax
- Prepares lease (legal) agreements and calculates payments
- Calculates and audits lease payment schedules using T-Value software
- Inputs insurance updates into lease software program and/or spreadsheets
- Records, processes, and monitors all manual lease payments monthly and quarterly invoice preparation
- Balances lease PAP records monthly
- Completes month end audit on the lease gls forwards as required to Accounting or leasing team members
- Completes and reconciles all bill payments such as CRA, taxes, and VantageOne Leasing payables.
- Keeps up to date and knowledgeable of all Provincial Tax Rates.
- Inputs data and works within Sage Accounting Software and reconciles VantageOne Leasing bank accounts
- Monitors daily accounts to identify and report delinquencies, monitors accounts for loan transfer request requirements
- Maintains insurance registration and file documentation – Communicates with Insurance Companies and Brokers to obtain renewals, utilizing outlook for task organization
- Creates and monitors document packages sent through DocuSign

Lease Administration - Lease Processing Support:

- Collects information from Broker/Vendors/Lessees to initiate documents
- Completes lease registrations and all other corresponding documentation for all leases as directed adhering to Leasing Policies and Procedures
- Prepares all lease documentation required for lessees including assumptions and amendments. Completes all necessary changes and follow up for assumptions of lease
- Ensures required lease and broker/vendor documentation is perfected prior to submitting to Account Manager or Lease Manager for final funding review.
- Ensures scanned lease files are completed and legible and filed according to policy and procedure
- Pulls searches for all leases as directed
- Updates transaction details in leasing system software program and spreadsheets within established timeframes ensuring all input is correct for review/audit
- Responsible for completing foreign exchange transactions such as USD and Euro wire transfers through PayLine by Ice within established timelines. Seeking approval from Account Manager or Lease Manager prior to initiating wire transfer
- Registers security, discharges, amendments, extensions, secured party transfers and sale leaseback registrations using BC Online, PPSA Canada
- Updates EDGE and Casitron transmitted deals to ensure all transferred input is correct and updated

- Prepares wire transfers and pre-authorized debits, interacting with Credit Union Solutions Centre and Accounting & Finance Departments as required to ensure postings are completed and correct, including manual payments of lease set ups, amendments and buyouts
- Alerts Account Manager or Lease Manager when lease payment posting is complete for bank balancing
- Completes delivery confirmations as directed
- Closes leases and buy outs ensuring documentation such as bill of sale, Insurance (ICBC and other) transfer documentation, payout checklist is complete, and appropriate funds have been allocated
- Reviews signatures, audits documents to funding checklist and approval notification, prepares wire transfers for payment and presents file for authorization to fund lease transactions
- Follows policy and procedure as outlined for assignment of leases documentation and secured party transactions

Lease Administration - Credit Support:

- Prepares, registers and validates leasing security documentation
- Sets up security, lease files and documents
- Monitors credit terms and conditions, ensures lease request is within established approval limits of Leasing Manager or Account Manager
- Responsible for communication with lessee/broker regarding commencement lease documentation
- Responsible for the destruction of year end records as per schedule set timelines

VantageOne Team Member:

- Participate in meetings and activities as they relate to corporate initiatives
- Attends, participates and contribute to scheduled meetings as required
- Provides operational support to work team members

Other duties as assigned.

EDUCATION & EXPERIENCE

Education:

- High School Diploma plus post-secondary level course completion in Bookkeeping, Accounting and/or Business Management. Preferred Canadian Finance and Lease Association courses.

and

Job Related Experience:

- 1 - 3 years' experience in an administrative role in a institution preferably in commercial lending or leasing environment
- Minimum keyboarding speed 40 wpm.

Or

- 4-6 years' experience in an administrative role in a financial institution preferably in commercial lending or leasing environment
- An equivalent combination of both education and experience acceptable to VantageOne

SKILLS AND KNOWLEDGE

Accounting

Working a solid understanding of the rules and regulations governing the accounting for leases as established by the Canadian Institute of Chartered Accountants. Working knowledge of accounting principles and practices as applied to area of the processing of accounts payable and receivable, general bookkeeping, compiling and producing specific accounting information and reports, reconciling gls (VOL & VOCU) and general month end reconciliation (VOL & VOCU) as they relate to leasing service department functions.

Finance

No knowledge in this area is required for this position. Employee will not be involved in financial analysis, budget design and control, asset liability management, risk analysis, tax standards, liquidity management, prediction of economic trends and rates, money market issues, investments, pricing/rate strategies or financial reporting.

Administrative Processes

Working a solid understanding of policies, processes and procedures to document loans and leases made to a sole proprietor, partnership, or business or to finance commercial activity and equipment leases as they relate to a leasing environment.

Communications

Working a solid understanding of verbal and written communication techniques and the ability to develop and nurture working relations with lessees, broker/vendors, and vendors utilizing email, letter writing and telephone interactions. Active listening, revising methods of communication to deal with angry or upset clients, the ability to adjust method of communication.

Granting of Commercial Credit

Familiarity a basic understanding of the administrative process of granting leases made to sole proprietor, partnership, or business to finance the acquisition of commercial equipment is required as this position. This position does not grant commercial loans, leases or mortgages.

Granting of Consumer Credit

No knowledge of this process is required as this position dose not grant consumer loans or mortgages.

Core Products and Services

Working, a solid understanding of all Small Business/Commercial products and services and all other Credit Union and Financial Planning offerings to enable referrals and cross selling.

Specialized Products and Services

Working a solid understanding of Vehicle and Equipment Leasing Division products and services to provide administrative support of commercial leasing credit.

Regulations/Legislation/Credit Union System

Working a solid understanding of the administrative areas of contract law, insurance requirements, and various Provincial Personal Property Security Acts Canada wide, Provincial/Federal taxation procedures and rates and Customs clearance, Investment and Lending policies and procedures.

Insurance

Working a solid understanding of 3rd party liability, All Risk Insurance, ICBC Vehicle coverage; Life and Disability if available to ensure protection of leases.

Computer-Based Systems Operation

Working knowledge of software systems such as Microsoft Outlook, Word, Excel and Sage Accounting along with lease software systems such as BC Online, Equifax, T Value and PPSA, Casitron and all leasing and banking systems as required.

Computer System Design, Development and Technical Support

No Knowledge in this area required in this position. This position is not responsible for evaluation, design, development, and maintenance or user support of computer systems or operations.

Human Resource Management

No Knowledge in this area required in this position. This position is not responsible for employee counselling, succession planning, or recruitment.

Marketing

No Knowledge in this area required in this position. This position is not responsible for participation in marketing planning.

Competitive Environment

Working a solid understanding of competitors in our market as they relate to VOL products and services.

Sales and Service

Working a solid understanding of sales and service as first point of contact from Brokers/vendors and Clients. Identifies opportunities for up selling and cross-selling; and referring potential business opportunities to specialist staff and other services.

STRENGTHS AND ABILITIES

Striving Strengths	Thinking Strengths	Relating Strengths
<ul style="list-style-type: none"> • Ability to Achieve • Desire to Succeed • Competent • Committed to be of Service to Others • Ethical • Available 	<ul style="list-style-type: none"> • Focused • Disciplined • Able to Arrange • Responsible • Problem Solving Ability • Committed to Accuracy 	<ul style="list-style-type: none"> • Empathetic • Caring • Team Player • Ability to build and sustain relationships • Partnership and Advice Focused • Positive Attitude

PHYSICAL REQUIREMENTS**Physical exertion**

Regular, between ¼ and 1/2 of the time which may include stooping, reaching, pushing, pulling and/or lifting.

Visual attention

Frequent between ½ and ¾ of the time may include intense reading of documentation or data, close monitoring of computer screens or detailed work.

Travel

Minimal travel either day to day or overnight on VantageOne business not normally in this position.

Manual Dexterity

Constant more than ¾ of the time includes computer keyboarding, mouse adding machine work for a significant portion of the work. 40 Wpm Keyboarding Skill

NATURE OF SUPERVISION

Immediate Supervisor	Lease Manager, VantageOne Leasing Inc.
Supervisor Responsibility Level	N/A
Positions Supervised	N/A

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Life & the *Application*
At VantageOne Process

www.vantageone.net