



AIRCRAFT LEASING & MANAGEMENT

BBAM Aviation Services Limited
West Pier
Dun Laoghaire
Co. Dublin
Ireland
A96 N6T7

POSITION/TITLE

Paralegal – Dublin

DEPARTMENT/AREA

Legal

LOCATION

Dublin

STATUS: Full Time Part Time Contract

COMPANY OVERVIEW

~~BBAM is a leading player in commercial aircraft leasing, financing and management providing over 400 airline customers in more than 50 countries with fleet and financing solutions over its 30 year history. In addition, BBAM provides asset management services to leasing companies, aviation investors and financial institutions covering approximately 450 aircraft valued in excess of \$15 billion.~~

~~BBAM is a leading player in commercial aircraft leasing, financing and management providing over 400 airline customers in more than 50 countries with fleet and financing solutions over its 20+ year history. In addition, BBAM provides asset management services to leasing companies, aviation investors and financial institutions in respect of more than 530 aircraft valued in excess of US\$27 billion.~~

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JOB PURPOSE

This position is responsible for providing both transaction and corporate legal support for BBAM's growing legal department across its global operations.

KEY RESPONSIBILITIES

- Work with BBAM's legal team in Dublin, San Francisco and elsewhere to buy, sell, lease and finance commercial aircraft and related equipment.
- Manage aircraft leasing and finance transactions from start to end, including:
 - Co-ordinating with BBAM transaction attorneys, BBAM paralegals and external legal counsel.
 - Drafting corporate authorities [and other legal documentation](#).
 - Arranging for document execution.
 - Opening bank accounts.
 - Collecting and organizing transaction documentation.

- Work closely with technical, accounting, finance, and marketing groups.
- Work on special projects and provide support to the corporate legal group as requested.
- Such other responsibilities as may be assigned from time to time.

SUPERVISORY RESPONSIBILITIES

Does this position include any supervisory responsibilities? Yes No

EXPERIENCE/KNOWLEDGE/QUALIFICATIONS REQUIRED

Requirements

Candidate must possess strengths in the following:

- Bachelor's degree, preferably in law or business.
- Experience working in a legal or corporate environment.
- Excellent organization, communication, and administration skills.
- Strong project management skills with attention to detail.
- Ability to prioritize workload and works well under pressure.
- Excellent analytical and problem-solving skills.
- Flexible and able to multi-task.

Technical Skills

- Strong PC skills, proficient knowledge of Adobe Acrobat, Excel and Word, comfort and willingness to learn and use new computer programs/applications.

Please submit applications for this position to humanresources@bbam.com by 31 October 2021.

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