

Job Title: Sales Manager
Department: Sales & Marketing
Supervisor: Susan Richardson

Human Resources Representative: Melissa M. Vele

Applicants can submit their resume via e-mail hronline@javitscenter.com or mail to Human Resources, Jacob K. Javits Convention Center of New York, 655 West 34th Street, NY, NY, 10001.

Position Summary:

The Sales Manager is responsible for soliciting and developing new business that fulfills the Center's mandate, i.e., shows that generate hotel room nights, gross/net square footage for the Center and that can tribute significantly to the economic impact of City and State of New York.

Major Duties and Responsibilities:

1. Respond to sales inquiries as assigned from potential clients and maintains good working relationship with existing relationships
2. Solicit and meet with event producers, meeting planners and event planners to sell the space and services of the facility.
3. Conducts site inspections of the facility to include appropriate departments or leadership.
4. Fully qualify business and prepare proposals based on space requirements.
5. Review licenses & amendments.
6. Liaise between outside catering vendors and center.
7. Liaison between client and Event Solutions to assure comfortable turnover from the Sales Department to the Service Departments.
8. Prepare reports and projects for the Director of Sales and Marketing.
9. Assist in the preparation of special projects and special events.
10. Assist with budget forecasting.
11. Develop and maintains positive relationship with NYC & Company, as well as the local hotel community sales and catering departments and special event facilities.
12. Attend industry functions as necessary.
13. Follow-up with clients on outstanding licenses, payments, surveys, etc.
14. Manage client/event information and data in EBMS.
15. Attend planning meetings as needed.
16. Works in tandem with Operations Team to ensure flawless execution for events. This includes all communication on any changes/updates to events and any specific needs for a successful event based on the guests expectations.
17. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
18. Works to ensure all organization objectives assigned by the Director of Sales and Marketing are completed in a timely fashion.
19. Service existing customers.

EDUCATION & REQUIREMENTS:

- BA or MBA in Business or Marketing. Ten years of experience can supersede education requirements.
- 5 -10 years industry experience (Hotel Sales or Convention Center Sales/or Services)
- Works cooperatively and effectively with others in the accomplishments of joint tasks and common objectives.
- Ability to communicate effectively both orally and in writing including phoneskills.
- Demonstrated a high level of proficiency in the Microsoft suite of applications such as Word, Excel, PowerPoint, and Outlook.
- Strong and consistent ability to prioritize activities and handle multiple responsibilities within a specified time frame.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time, as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988

The policy of this company prohibits any employment practice which in any way discriminates or tends to discriminate against any person, employee, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job related disability, past service in the Armed Forces of the United States, sex, or age, as provided by law.

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