



JACOB K. JAVITS CONVENTION CENTER OF NEW YORK®

### IMMEDIATE OPENING

**Job Title:** Exhibitor Solutions Representative – **(Part-Time)**  
**Department:** Exhibitor Solutions  
**Supervisor:** Assistant Manager, Exhibitor Solutions  
**Grade: 5**                    **Hourly Rate - \$15.00**

**Human Resources Representative:** Carmen Fana, Workforce Planning Coordinator. Applicants can submit their resume via: e-mail [hronline@javitscenter.com](mailto:hronline@javitscenter.com) or fax (212) 216-4484.

#### **Major Duties and Responsibilities:**

- 1 Process service orders; handle Exhibitor issues and complaints by telephone and in person during events.
- 2 Responsible for obtaining Exhibitor credit approval during events.
- 3 Maintain a neat and efficient work environment.
- 4 Perform other related duties as assigned by the Sr. Exhibitor Solutions Representative, Assistant Manager or the Director of the Department.

#### **Special Conditions of Position:**

1. Customer Service oriented, strong interpersonal skills, ability to maintain composure under stressful situations.
2. Must be punctual, ability to work flexible hours, to include evening hours, weekends and holidays, as dictated by the needs of the business.
3. Positive attitude and team player personality required.
4. Must be personable and enjoy interacting with people.
5. Must wear appropriate business attire and act in a professional manner.

#### **Preferred Skills, Knowledge and Experience:**

- High school diploma required, college preferred.
- Minimum of 2 years in hospitality, retail or office experience.
- Computer literate and knowledge of basic accounting skills.
- Excellent written and oral skills.

The policy of this company prohibits any employment practice which in any way discriminated or tends to discriminate against any person, employees, 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, pass service in the Armed Forces of the United States, sex, or age as provided by law. NY CONVENTION CENTER OPERATING CORPORATIN IS AN EQUAL OPPORTUNITY EMPLOYER