



JACOB K. JAVITS CONVENTION CENTER OF NEW YORK®

IMMEDIATE OPENING

December 7, 2016

Job Title: Assignment Supervisor
Department: Labor Solutions
Supervisor: **Dual Reporting** – Operations Manager, Carpenter and Operations Manager, Teamster
Posting period: Through December 16, 2016
Grade: 10 **Minimum Salary** \$36,958

Human Resources Representative: Melissa Vele, Director of Human Resources. Applicants can submit their resume via: e-mail hronline@javitscenter.com or fax (212 216 4484).

Job Summary:

Management of a part time/on call work staff consisting of approximately 1000 unionized carpenters/apprentices and 400 freight handlers.

Major Duties and Responsibilities:

1. Selection of staff for work assignments, ensuring move in and move out of tradeshow and special events are adequately staffed.
2. Monitor show floor activities, ensuring employees and contractors are in compliance with Javits Center policies and regulations.
3. Oversee the administration of the Collective Bargaining Agreement.
4. Interact with Contractors regarding labor orders and employee work performance.
5. Manage and update employees' work record. For example, no show rate, work patterns, skill level, evaluation reports, contractor complaints or acknowledgements, disciplinary record among others.

Preferred Skills, Knowledge and Experience:

- College Degree Preferred.
- Excellent communication and customer service skills.
- Must be able to handle multiple projects/tasks competently.
- Ability to work independently and within a team environment.
- Ability to work with minimal supervision.
- Must work weekends, nights, and adjusted shifts on a regular basis.
- Ability to prioritize, organize and coordinate work assignments.
- Exceptional organizational and project management skills.
- Proficient in all MS Office Suites – Excel, Word, PowerPoint.
- Ability to interact well with a diversified work team, guests, event management and concessionaires.
- Flexibility to work varying shifts, including nights, weekends, holiday and occasional 6-day work weeks dictated by the Event schedule.

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 CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER

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