



## JACOB K. JAVITS CONVENTION CENTER OF NEW YORK®

**Job Title:** Sales Manager

**Department:** Sales & Marketing

**Supervisor:** Susan Richardson, Director of Sales & Marketing

**Human Resources Representative:** Melissa Vele, Director, Human Resources

Applicants can submit their resume via: fax (212 216-4484), e-mail [hronline@javitscenter.com](mailto:hronline@javitscenter.com) or mail to Human Resources, Jacob K. Javits Convention Center of New York, and 655 West 34<sup>th</sup> Street, NY, NY, 10001.

### **Job 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.

### **Main Areas of 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.

### **Experience, Education & Requirement**

- 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 phone skills.
- 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.



NY CONVENTION CENTER OPERATING CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER