



**Job Title:** Manager of Logistics Solutions

**Department:** Security and Safety Solutions

**Supervisor:** Director of Logistics Solutions

**Applicants can submit a resume via e-mail to [careers@javitscenter.com](mailto:careers@javitscenter.com)**

The Javits Center has been considered the busiest convention center in the United States, hosting the world's leading conventions, trade shows and special events on Manhattan's West Side. These large-scale events have generated more than \$2 billion in annual economic activity for New York City and New York State, supporting as many as 18,000 jobs in and around the facility. Located on 11<sup>th</sup> Avenue between West 34<sup>th</sup> Street and West 40<sup>th</sup> Street, the iconic structure has played a prominent role in New York's recovery and resurgence, and with a state-of-the-art expansion project recently completed, the venue features more than 850,000 square feet of total exhibition space, two new floors of new meeting room space, a rooftop pavilion and terrace, as well as a range of catering, sustainability, and technology services.

**Position Summary:**

The Manager of Logistics provides training and guidance for all freight transport and marshaling within the Center. He or she will collaborate with internal Javits Center management, general service providers, general contractors, exhibit appointed contractors and event management to facilitate logistics solutions which increase productivity, increase security levels, decrease traffic congestion on immediate roadways, reduce the Center's carbon footprint, maximize efficiency, and add overall value. Reporting to the Director of Logistics Solutions, he or she will implement best practice procedures, develop, and report key performance indicators and enforce all internal freight transport and marshaling requirements. This role will control the management of the SV3 application and operational logistics within the marshaling yard, staging area(s), loading docks, parking lot, small package distribution, staging on immediate roadways and the temporary allocation of territory for certain operational activities. This position will leverage technology solutions, implement best practice procedures, and require constant collaboration with all internal and external stakeholders.

**Key Job Accountabilities:**

- Assist in the design and implementation of all yard management software dedicated to freight, marshaling, outbound freight and all other internal transport of freight.
- Manage general contractor staging, loading dock and marshaling needs for all events.
- Serve as the Center's subject matter expert on all SV3 logistics software and our internal supply chain process.
- Train all key stake holders in the use and application of all logistics software, policies, and procedures.



- Manage the storage of empty crates and pallets.
- Partner with all contractors in the pre-planning and execution of truck and freight movements during an event.
- Design policies and practices which increase the operational efficiency of the loading docks, truck entrance/exit and marshaling area(s).
- Partner with general contractors to identify deficiencies, provide opportunities for efficiency and remove obstacles.
- Manage the JKJCC trusted driver program with collaboration from all key stake holders.
- Assist with the management of security requirements related to truck entry, staging, marshaling, and loading dock operations.
- Manage all marshaling and loading dock areas with the analysis of key performance indicators to determine current usage, efficiency, effectiveness, and future requirements.
- Manage the parking lot for authorized employees, contractors, vendors, and business partners to determine current usage, efficiency, effectiveness, and future requirements.
- Provide oversight to the FedEx/UPS internal distribution/collection freight/small package locations and network.

**Qualifications:**

- 5 years of progressive logistics, supply chain, yard management and event industry freight experience.
- The development and implementation of “best practice” procedures.
- Logistics software integration and related training.
- Must be able to work weekends and evenings as required.

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, past 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