



**Position Title:** Contract Coordinator

**Department:** Sales and Marketing Solutions

**Supervisor:** Director of Sales and Marketing

**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 Sales Department Contract Coordinator is primarily responsible for producing the event licenses for The Javits Center. The position follows the license cycle from their creation with The Javits Center legal department, to production of licenses with the sales team, and through the accounting process to document rental revenue. The highlights of the position include:

**Key Job Accountabilities:**

- Working with the sales team on the proper booking of space, reporting, proposals, contracting, invoicing, in The Center's CRM, *Ungerboeck*
- Liaising with The Javits Center legal team to update license terms as required
- Creating rental contracts and invoices using Ungerboeck and managing the invoice process to ensure timely payments.
- Heavy data entry into *EBMS-Ungerboeck* (Event/Account) and *Jake* (Services and Billing)
- Issuing, revising License/Amendment Agreements for all Events to include Advertising
- Entering pre and post event statistics
- And other assignments as requested from Management

**Qualifications:**

- **Must be fully vaccinated against COVID-19 and any additional vaccinations against COVID-19 as recommended by health officials during your employment.**
- **Must work full-time onsite at the Javits Center.**
- Minimum of 3 years producing or overseeing contracts within the Events/Hospitality industry.
- Basic or intermediate level knowledge of an event booking system or CRM database.



- Works cooperatively and effectively with others in the accomplishments of joint tasks and common objectives.
- Ability to communicate effectively both orally and in writing.
- Demonstrates a high level of proficiency with Microsoft suite
- Strong and consistent ability to prioritize activities and handle multiple responsibilities within a specified time frame.

*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.*