



**Position Title:** Inventory & Receiving Coordinator

**Department:** Facilities Management

**Supervisor:** Receiving and Supply Chain Manager

**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 Inventory and Receiving Coordinator is responsible for assisting the center's staff with administrative and technical aspects of inventory, logistics and receiving functions. Such as filing, scanning, organizing data, data entries and other clerical work. The position will also assist the Receiving and Supply Chain Manager with receiving, storage and distribution of all items received either from suppliers, vendors, or manufacturers, ensuring a smooth and consistent operation so equipment, parts, materials and supplies are located and distributed to proper departments in an effective, efficient manner. The Inventory and Receiving Coordinator will help reach deadlines by assuming responsibility of inventory logistics, establishing par stock items, organization and distribution of materials / supplies in close coordination with storage room clerks and the environmental solutions staff.

**Key Job Accountabilities:**

- Clerical and technical work for inventory and receiving, such as: Bar Coding, copying, scanning, data entry, uploading and downloading data.
- Maintaining operations office equipment and stocking of supplies.
- Understanding of documentation such as packing lists, bill of lading, purchase orders and shipping orders using computer-based technology.
- Assist with dispatching freight for delivery and arranging for pickups.
- Record shipment data such as weight, charges and damages.
- Unpack, pack, load and store.
- Typing and reviewing correspondence.
- Preparing letters, presentations & reports related to inventory and receiving functions.
- Scanning, printing and plotting of technical drawings and as-builts as well as delivery of products.
- Computer Technical Capacity (Microsoft Office Suite, CAD, Oracle, BIM data entry, Procore and E-Maint by Fluke)
- Basic understanding of Just in Time vendor delivery methodology.
- Capable of sorting and organizing par stock levels for supplies and materials.
- Communication Proficient and Teamwork Oriented.
- Experienced utilizing material handling equipment (dollies, pallet jacks and forklifts)
- Storage and document control room organizational skills.
- Performs Yearly Inventory Audits.



**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.**
- Certification in Logistics and Warehouse Management or equivalent experience.
- Must have computer skills and working knowledge of Microsoft Office programs such as Word, Excel, PowerPoint, and SharePoint.
- Must be punctual and able to meet critical deadlines.
- Must be able to multitask.
- Flexibility in schedule to allow occasional evening and weekend work.
- Knowledge of office equipment, printers, scanners, etc.
- Ability to analyze problems quickly and accurately and to implement effective courses of corrective action.

**Position Type/Expected Hours of Work**

This is a full-time position, and hours of work and days are Monday through Friday, 7:30 a.m. to 4:00 p.m. Occasional weekend and after-hours delivery may be 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*