



Position Title: Contract Coordinator

Classification: Non-exempt

Department: Sales and Marketing Solutions

Supervisor: Director of Sales and Marketing

Applicants can submit a resume via e-mail to careers@javitscenter.com

The Javits Center is 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 billions of dollars in annual economic activity for New York City and New York State, supporting thousands of jobs in and around the facility. Located on 11th Avenue between West 34th Street and West 40th 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 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 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 Department, and through the accounting process to document rental revenue.

The hiring range for this position is \$28.21 - \$30.77 hourly. The rate of pay offered will be dependent upon the candidate's relevant skills and experience.

Interested candidates must be willing to work full-time onsite at the Javits Center and must be fully vaccinated against COVID-19 and any additional vaccinations against COVID-19 as recommended by health officials during your employment.



Key Job Accountabilities:

- Working with the Sales Department on the proper booking of space, including reporting, reviewing proposals, contracting, and invoicing in the Javits' CRM, Momentus (*formerly Ungerboeck*).
- Liaising with the Javits Center Legal Department to update license terms as required.
- Creating rental contracts and invoices using Momentus and managing the invoice process to ensure timely payments.
- Heavy data entry into Momentus (event/account) and Jake (services and billing).
- Issuing and revising license/amendment agreements for all events to include advertising.
- Entering pre and post event statistics.
- Performing other duties as assigned.

Qualifications:

- Familiarity with contracts/agreements and the events/hospitality industry would be beneficial.
- Basic or intermediate level knowledge of an event booking system or CRM database.
- Ability to work cooperatively and effectively with others in the accomplishments of joint tasks and common objectives.
- Ability to communicate effectively both orally and in writing.
- Able to demonstrate 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 discriminates or tends to discriminate against any person, employee, 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.

In adherence to our commitment to fostering an inclusive and accessible workplace, the Javits Center extends its dedication to providing reasonable accommodations. Candidates requiring adjustments during the application process or employees seeking workplace accommodations are encouraged to liaise with our Human Resources department. Our organization is unwavering in its resolve to ensure equitable opportunities, and a workplace environment characterized by support and fairness for all.