



Position Title: Risk Management and Insurance Specialist

Department: Finance

Supervisor: Controller & Treasurer

Applicants can submit a resume via email to careers@javitscenter.com

The Javits Center (NYCCOC) 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 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 new meeting room space, a rooftop pavilion and terrace, as well as a range of catering, sustainability, and technology services.

Position Summary:

Under the direct supervision of the Controller & Treasurer, the functions of the Risk Management and Insurance Specialist are detailed below.

The hiring range for this position is \$70,000.00 - \$85,000.00 annually (paid on a bi-weekly basis). 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:

- Protect the assets of NYCCOC by evaluating risks and exposures and taking the appropriate action to transfer the risks to third parties or through placement, and subsequent management of the proper insurance coverages.
- Assess risk profile for NYCCOC and identify appropriate insurance programs to manage and mitigate the Corporation's risk. Insurance programs include General Liability, Property, EPLI, Terrorism, D&O, Workers Compensation, Builder's Risk, Cyber Security, Crime, and Business Interruption.



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- Manage and investigate in-house claims and insurance carrier claims, including providing supporting claims documentation, coordinating defense strategies, and negotiating settlements with claimants, carriers and third parties.
- Review and analyze contracts between NYCCOC and show management for events, service providers and contractors, and respond to in-house inquiries to evaluate the potential risks and exposures and recommend the appropriate insurance coverages to NYCCOC's management; review legal-related documents.
- Develop and manage budget regarding premiums, claims, and costs related to managing and defending claims.
- Compile and submit underwriting data used to market renewal.
- Manage competitive bidding process for insurance renewals.
- Assist in the implementation of the contracts management software solution.
- Compile, review, and evaluate Certificates of Insurance.
- Engage with show management and insurance brokers to increase/improve coverages to satisfy insurance requirements.
- Liaise with internal departments regarding workers' compensation claims, incident reports, and insurance related matters.
- Provide interdepartmental communications regarding insurance related matters.

Required Qualifications:

- Bachelor's degree or equivalent.
- Minimum of 1-3 years of experience in insurance and/or risk management.
- Experience in health and safety is a plus.
- Ability to communicate clearly and efficiently verbally and in writing.

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.