



Position Title: Risk Management and Insurance Specialist
Department: Legal
Supervisor: Vice President, General Counsel and Corporate Secretary

Human Resources Representative: Melissa Getz, Human Resources Director. Applicants can submit a resume via e-mail to hronline@javitscenter.com or fax to (212) 216-4484.

Located on Manhattan's West Side, the Javits Center is the busiest convention center in the United States, hosting a variety of events that support New York's hotel, restaurant, tourism and transportation industries. Designed by I.M. Pei & Partners, the iconic venue opened in 1986 and has since become New York's primary venue for large conventions, trade shows and special events, attracting millions of visitors from around the world each year. These large-scale events generate more than \$2 billion in annual economic activity for New York City and New York State and support as many as 18,000 jobs in and around the facility. Operated by the New York Convention Center Operating Corporation (NYCCOC), the Javits Center has 760,000 square feet of total exhibition space, 102 meeting rooms and four banquet halls, as well as a range of technology services, including WiFi access.

Position Summary: Under the direct supervision of the Vice President, General Counsel and Corporate Secretary, the functions of the Risk Management and Insurance Specialist are as follows:

- 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;
- 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;



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- 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. Frequent contact with show management and insurance brokers to increase/improve coverages to satisfy insurance requirements;
- Liaise with the Human Resources Department regarding workers compensation claims and related matters; and
- Liaise with the Health and Safety Solutions Department regarding incident reports and insurance related matters.

RELATIONSHIPS

- Reports directly to the Vice President, General Counsel and Corporate Secretary; and
- Provides for the interdepartmental communication between legal and other departments regarding insurance related matters.

POSITION SPECIFICATIONS

- Must possess a four-year college level degree program with a Bachelor's degree or equivalent;
- Should have one to three years of experience in insurance and/or risk management; experience in the health and safety area is a plus; and
- Must have the ability to communicate clearly and efficiently verbally and in writing, and also have an awareness of the confidentiality involved in working in the Legal Department.