



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

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 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:

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 in The Center's CRM, *Ungerboeck*
- Creating rental estimates in Excel
- Creation of various types of license agreements using *Ungerboeck*
- Liaising with The Javits Center legal team to update license terms as required
- Managing the license signature and execution process in Adobe Sign
- Creating rental invoices using *Ungerboeck* and managing the invoice process to ensure timely payments.
- Liaising with The Javits Center accounting department by recording rental payments using Oracle and recording space rental using *Jake*, The Javits Center proprietary system
- Preparing various reports using *Ungerboeck*
- Heavy data entry into *EBMS-Ungerboeck* (Event/Account) and *Jake* (Services and Billing)
- Entering & updating Event Bookings
- Preparing Event Proposals and various reports.
- 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 EBMS-Ungerboeck event booking system or similar 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 including phone skills.
- Demonstrates a high level of proficiency with Microsoft suite applications such as Word, Excel, PowerPoint, and Outlook.
- 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.