



Job Title: Sales Manager- **Convention Center / Hospitality**

Department: Sales & Marketing

Supervisor: Director of Sales & 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 Manager is responsible for soliciting and developing new business that fulfills the Center's mandate, i.e., shows that generate hotel room nights, gross/net square footage for the Center and that can tribute significantly to the economic impact of City and State of New York.

The Sales Manager is also responsible for account servicing which includes any and all changes to Event requirements each year and licensing each future Event (account maintenance).

Major Duties and Responsibilities:

1. Respond to sales inquiries from potential clients and customers event space.
2. Solicit and meet with prospective international and national convention and trade show clients to sell the space and services of the facility.
3. Conducts site inspections of the facility.
4. Determine client needs and prepares proposals based on those space requirements.
5. Develop and maintain positive relationship with clients.
6. Prepare contracts & addendums.
7. Liaison between client and Event Solutions to assure comfortable turnover from the Sales Department to the Service Departments.
8. Prepare reports and projects for the Director of Sales and Marketing.
9. Assist in the preparation of special projects and special events.
10. Assist with event budget estimates.



11. Develop and maintains positive relationship with NYC & Company, as well as the local hotel community sales departments.
12. Attend industry functions as necessary, some travel required.
13. Follow- up with clients on outstanding licenses, payments, surveys, etc.
14. Manage client/event information and data in EBMS.
15. Attend event planning meetings as needed.
16. Service existing customers.
17. Partner with operations departments to ensure full participation in servicing accounts.

EDUCATION & REQUIREMENTS:

- 5 -10 years industry Hotel Sales or Convention Center Sales/or Services experience required.
- BA or MBA in Business or Marketing. Ten years of experience can supersede education requirements.
- Works cooperatively and effectively with others in the accomplishments of joint tasks and common objectives.
- Ability to communicate effectively both orally and in writing.
- Demonstrated a high level of proficiency in the Microsoft suite of 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