



## **FRONT DESK ASSOCIATE POSITION**

Get in shape. Go home safe. Krav Maga Worldwide, Inc., the leader in Krav Maga-based self-defense, fighting, and fitness, seeks a **Front Desk Associates** to join the KMW™ team at its Headquarters Training Centers located in West LA and Sherman Oaks.

### **The Company**

Krav Maga Worldwide™ teaches the official self-defense system of the Israeli Defense Forces, which emphasizes instinctive movements, practical techniques, and realistic training scenarios. KMW's headquarters oversees its corporate-owned training centers, as well as licenses over 100 authorized KMW Official Training Centers™ across the world, and trains thousands of law enforcement and military personnel, together representing more than 1000 government agencies and military forces throughout the United States.

Join an exciting and dynamic work environment committed to keeping people fit and safe. This is a great position for candidates looking for a flexible and fun career with potential full-time and advancement opportunities.

### **The Position**

The front desk associate position will be for approximately 10 — 25 hours per week with a possibility of full-time employment. The expected start date is July 25, 2022. The chosen candidate will work primarily in West LA or Sherman Oaks, with occasional coverage at the other location as needed, and will report to the Director of Instructor Development and Executive Director of Memberships.

### **Qualifications/Requirements**

- Great verbal and written communication skills
- Friendly, outgoing, and enjoys interacting with people in person and over the phone
- Enthusiastic about health, fitness, and exercise
- Able to multitask and manage changing priorities
- Detail-oriented, clean, and organized
- Competent in Microsoft Office Suite (Word and Excel) and other standard office applications
- Work early mornings, nights, and weekends
- Self-starter/high initiative attitude
- Ability to safely push, pull, or carry objects weighing at least 50lbs
- Front desk/customer service and sales experience preferred, but not required

### **Responsibilities**

- Answer phones, direct third-party inquiries, and interact with members, vendors, and employees
- Carry out COVID-19 safety protocols including equipment and training location sanitization, health screenings for members and staff, inventory and restocking of PPE

- Set up and/or break down training area equipment (e.g., punching bags, weights, machines)
- General office work, including filing, inventory, and administrative support
- Handle potentially sensitive member information and contract processing
- Maintain, restock, and sell pro shop merchandise
- Provide support to member services staff as needed

**Additional Information**

- Compensation: \$16.04 per hour
- Paid sick leave
- Medical and dental benefits for employees working 30 hours or more per week
- Complimentary club membership after 60 days of employment
- Flexible work hours and fun colleagues!

If interested, please send cover letter and resume to [HumanResources@kravmaga.com](mailto:HumanResources@kravmaga.com) with email subject heading “**KMW FRONT DESK ASSOCIATE.**” Deadline to apply is **July 15, 2022.**

While we appreciate every applicant’s interest, only those under consideration will be contacted and no phone calls or drop-ins will be accepted.