



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 **part-time Front Desk Associate** to join the KMW™ team at its Headquarters Training Center located in West LA.

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 135 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.

The Sherman Oaks and West LA training centers each offer 10,000 sq ft. of premier space with four spacious training rooms, including state-of-the art suspended heavy bag systems, clean locker rooms and ample free parking. With over 250 total classes on a weekly basis taught by certified and highly-skilled instructors, KMW provides the best training in self-defense and fitness, making the centers a great place to work-out and work.

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 part-time front desk associate position will be for approximately 10 — 25 hours per week and starting date of February 15, 2019. Will work primarily in West LA, with occasional coverage at the Sherman Oaks location as needed. Will report to the Front Desk Manager(s).

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
- 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
- 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: \$13.25 per hour plus 5% commission on pro shop merchandise sales
- Complimentary club membership
- Flexible work hours and fun colleagues!

If interested, please send cover letter and resume to HumanResources@kravmaga.com with email subject heading “**KMW FRONT DESK ASSOCIATE.**” Deadline to apply is **February 3, 2019.**

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