



## **KMW RECEPTIONIST AND ADMINISTRATIVE ASSISTANT POSITION**

Get in shape. Go home safe. Krav Maga Worldwide, Inc. ("KMW"), the leader in krav maga-based self-defense, fitness, and fighting, seeks a **full-time receptionist and office assistant** to join the KMW team at its corporate headquarters located in Sherman Oaks.

### **The Company**

KMW teaches the official self-defense system of the Israeli Defense Forces, which emphasizes instinctive movements, practical techniques, and realistic training scenarios. KMW's corporate headquarters oversees its corporate-owned training centers, as well as licenses over 120 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 healthy, fit and safe. This is a great position for candidates looking for a flexible and fun career with potential advancement opportunities.

### **The Position**

The full-time receptionist and office assistant position is approximately 40 hours per week with a start date of October 15, 2019. Will work at the corporate headquarters, but may sometimes work in the training centers. Will report to the Vice President, Strategy and Development and Human Resources & Operations Manager.

### **Qualifications/Requirements**

- Great verbal and written communication skills.
- Friendly, outgoing, and enjoys interacting with people over telephone and in person.
- Enthusiastic about health, fitness/exercise.
- Able to meet deadlines, multitask, and manage changing priorities.
- Detail-oriented and organized.
- Competent in Microsoft Office Suite (Word, Excel), Adobe Acrobat, Google Suite, and other standard office applications.
- College degree or equivalent work experience (1-2 years) preferred, but not required.

### **Responsibilities**

- Answer phones, direct third-party inquiries, and interact with members, vendors and employees.
- General office work, including filing and inventory duties.
- Handle potentially sensitive company data, invoices, and mail/correspondence.
- Book travel arrangements.
- Data entry and management.
- Provide administrative support to office staff as needed.



Other Info

- Compensation: \$15.00 - \$16.00 per hour depending on qualifications and experience.
- Complimentary club membership.
- Fun colleagues!

If interested, please send cover letter and resume to [humanresources@kravmaga.com](mailto:humanresources@kravmaga.com), with email subject heading "**KMW RECEPTIONIST POSITION.**" Deadline to apply is October 7, 2019.

While we appreciate every applicant's interest, only those under consideration will be contacted and no phone calls will be accepted.