

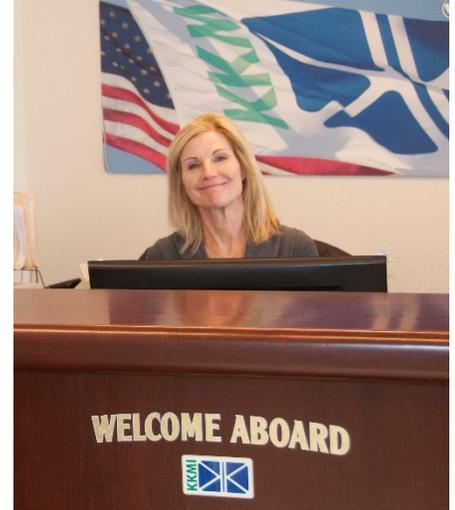


# KKMI CAREER OPPORTUNITY

## OFFICE ADMINISTRATION

### WHAT IS THE JOB?

KKMI is looking to hire a fulltime office assistant for our Sausalito boatyard. This position focuses on day to day customer communication, scheduling, invoicing, data entry, accounts receivables and general office admin projects. Ideal applicants are proficient in Microsoft Office, quick learners, detail-oriented and able to juggle several tasks at once. Well suited candidates enjoy being part of a fast-paced team and are confident speaking about boats.



### WHO ARE YOU?

You enjoy interacting in a team environment and have good written and verbal communication skills. You are someone who has an appreciation for boats and feel comfortable with boat terminology. You are the kind of person that doesn't mind jumping right in and learning as you go. You are detail oriented and take pride in a job well done.

### WHO IS KKMI?

KKMI is the premier boatyard on the San Francisco Bay. We have two locations: Sausalito and Point Richmond. Of the many things that are important to us, three things stand out:

1. We are proud to be an integral part of the boating community.
2. We place a huge amount of importance on being industry leaders in promoting best practices as they pertain to Safety, Health and the Environment.
3. We are family run and we treat our team members like family.

### WHY KKMI?

Working around boats is, to put it honestly, pretty cool. There is something about participating in crafting, fixing, and improving boats that just feels meaningful. A majority of us understand that concept: some of us caught the bug after we started working here, a lot of us were drawn to the boatyard specifically because of our passion for the sport. We provide a positive work environment, good pay and benefits, great people, and experience doing something you love.

Here is a video about working with KKMI:

<https://youtu.be/HiQiDHEIGq0>

Please email us with interest and attach a resume if available. [hr@kkmi.com](mailto:hr@kkmi.com)

We look forward to talking to you about working with KKMI.

