

Azadi Fine Rugs a family owned business for over 200 years in Scottsdale now hiring a full time ultimate client specialist who is professional, charming, and polite as an Administrative Assistant for fast pace office.

Multitask/ speed writing/typing with a very pleasant voice, understands first class service, accuracy, good with numbers, solution oriented, is someone that gets things done. If you meet the criteria please email resume with a cover letter. Must be familiar with Microsoft Office and Gmail.

YOUR CHARACTER

High integrity, trust worthy, responsible committed, honorable, and accountable.

WE OFFER:

A non-corporate environment, pleasant, fun, non-smoking, results driven environment based on 7 habits by Stephen Covey and 4 agreements Don Miguel Ruiz with stability and room to grow.

YOU CAN RECEIVE

Competitive Salary

Other monetary bonuses

Health insurance reimbursement

3 weeks of annual vacation

Paid holidays

401K program

5 day work week with 2 days off (M-F)

When you join us you become part of the family and not just an employee

Personal growth staff meeting once a month with a chance to win a trip to Hawaii/Colorado/Sedona.

Job Type: Full-time

Required experience:

- Administrative Assistant: 1 year

Please submit to David Neishabori at david@azadifinerugs.com