

Floor Covering Media

Your Gateway to the Floor Covering Industry

Job opening for an office assistant at Amazon



[Amazon Wood Floors](#) is presently in the job market for an [office assistant](#). Responsibilities of the position would include answering phones, data entry, invoicing, filing, faxing e-mailing and miscellaneous office responsibilities. Must be capable of answering the phones in a friendly, upbeat and professional matter in a clear, English speaking voice. Great verbal and written communication skills are a must! Must be computer savvy and be proficient in Microsoft Word, Quick Books and Excel. Customer service experience required. Full time position, Monday to Friday, 8am to 5pm. Send resume to: info@amazonwoodfloors.com.



Amazon Wood Floors is one of the most trusted brands in the industry offering the best quality flooring at the best price. At Amazon Wood Floors, customers look forward to choosing from some of the finest and the most dense exotic and european hardwood species on the globe. Planks are precision milled and finished with one of the most advanced technology in the flooring industry. Quality products made with care are backed by a confidence inspiring, warranty, assuring a lifetime of satisfaction.

Amazon Wood Floor's unmatched product performance is what makes this wholesale supplier one of the global leader in the industry. Choose from an array of stylish surfaces for the home with meticulous craftsmanship and premium grade woods including: modern stylish exotic floors, distinctive mosaic patterns, rich elegant tones, gentle natural hues, stylish vintage hand scraped distressed, classic smooth and more. To learn about Amazon Wood Floors, call them or visit their website.

Amazon Wood Floors

8828 Lankershim Blvd

[Sun Valley](#) CA 91352

818-394-9701

818-394-9495

info@amazonwoodfloors.com

<http://amazonwoodfloors.com/>

Hours: 8am–5pm

Floor Covering Media

Your Gateway to the Floor Covering Industry

Floor Covering Media publishes Press Releases called Flooring Updates.

Flooring Updates



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Flooring Network

For those in the market and those that serve it

Floor Covering Media, a business network serving the floor covering industry, provides readers timely, objective news and information about flooring topics.

Floor Search

Answers to Questions About Flooring

Readers may conveniently retrieve this timely, objective news and information at [Floor Search.info](http://FloorSearch.info), which is Floor Covering Media's public search engine.