



### **Part-Time Office Admin**

Arizona Builder's Exchange is growing and currently seeking a detail-oriented individual to assist the team perform at a high level. This position jumps in and makes things happen without necessarily being told what to do every moment. The workload fluctuates but is a minimum of 20-25 hours per week. Typical functions include processing customer payments, typing, filing, making phone calls, shipping and mailing, creating invoices, electronic filing and digitizing of records, attending meetings and taking notes, and distributing emails. This position also manages our CRM system, computer skills are required.

We have an awesome team at AZBEX, and we have high standards for our employees. We are driven, committed and innovative. Our entire team is fantastic and we want to keep that quality moving forward.

Here are the ideal candidate's requirements:

#### **Required Skills/Experience:**

- Proficient computer and internet skills
- Knowledgeable in Microsoft Office, especially Excel and Word
- Successful candidate must have a reliable method of transportation to the Tempe office
- Must be able to follow instructions and clarify if you're not understanding something
- Must be detail oriented and an excellent communicator

#### **Required Personality/Personal Characteristics:**

- Friendly, energetic, and positive
- Organized, and detail-oriented
- Extremely ethical, honest, and trustworthy, breaches of trust or honesty are not tolerated (Seriously)
- Hard working and takes pride in their work
- Process-oriented
- Excellent communication, verbal & written skills
- Self-motivated, Self-disciplined, Get the job done without constant oversight

This is a part-time, hourly position in the Tempe, AZ office. No remote work is anticipated.

**Pay/Compensation:** Starting pay depends on levels of experience, skills and personality estimated at \$15-\$17/hour. Holidays are unpaid, however 2 weeks of paid time off per year is included. Insurance is 100% covered for the employee after 3 months of continuous employment with an average of 30-hours per week. Additional persons are employee's responsibility.

Potential candidates should forward their resume and cover letter to Rebekah at [rmorris@azbex.com](mailto:rmorris@azbex.com).

No phone calls please.

*Arizona Builders Exchange is a leads resource for the Architectural/Engineering/Construction (A/E/C) Industry. Our core service is providing business opportunities to our subscribers. We have three main services lines: bi-weekly newsletter, events, & project database. Interested applicants can check out our website at [azbex.com](http://azbex.com) to get a feel for the type of work we do.*