



Private Market Researcher

Arizona Builder's Exchange is growing and currently seeking a detail-oriented individual to search, collect and digitize data on construction projects within AZ. This position will be responsible for keeping our proprietary project database up to date. It requires reaching out to owners, architects and general contractors to find out current statuses of construction projects and using our database to track the changes and send out updates to subscribers.

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

Here are the ideal candidate's requirements:

Skills/Experience:

- Excellent computer and internet skills are a must
- Home office and internet availability is required
- Knowledgeable in Microsoft Office, especially Excel and Word
- A/E/C industry experience is required
- A college degree is preferred
- Successful candidate must have a reliable method of transportation to our Tempe office
- Willing to network with industry professionals

Required Personality Characteristics:

- Friendly, energetic, and positive
- Organized, and detail-oriented
- Extremely ethical, honest, and trustworthy
- Hard working and takes pride in their work
- Process-oriented
- Excellent communication, verbal & written skills
- Self-motivated, Self-disciplined, Able to get the job done without constant oversight
- Journalistic tendencies, investigative and curious by nature

This is a full-time position with a Monday – Friday, 9-5 schedule.

A skills test will be administered.

Pay/Compensation: Starting pay depends on levels of experience and skills estimated at \$32K - \$37K/Yr. Insurance is 100% covered for the employee and a 401K program is available after 3 months of continuous employment.

Potential candidates should forward their resume and cover letter to Rachel at rpratt@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: Twice-weekly newsletter, events & project database. Interested applicants can check out our website at azbex.com to get a feel for the information we track.