



Construction Researcher

Arizona Builder's Exchange (BEX) is a one of a kind service company for the AZ A/E/C industry based in Tempe AZ that offers its employees a casual work environment, great training and development, and a competitive salary with benefits.

The Company: Everything Arizona Builder's Exchange (BEX) does is centered around Project & Business Development opportunities. From the Digital Magazine to events to a searchable database, we are known for bringing opportunities to the market. Our team consists of ten industry professionals who live and breathe researching opportunities for our subscribers. We believe in connecting the local Building Industry, so our clients find as many opportunities for work as possible.

The Position: We're looking for a Construction Researcher. This position will concentrate on updating active projects in our online database by using our tracking calendar. Each day will have a list of projects that need to be updated. Updating the projects involves online research, emails and phone calls.

Compensation: The pay range we're offering is \$33,000 to \$38,000 salary (based on experience). We offer a competitive benefits package to include full major medical health, options for vision and dental, paid vacation and 401K contributions receive a company match. Every quarter we have a Fun Friday activity for team building. We also offer a culture of innovation, enthusiasm, passion, and humor!

Skill Requirements:

- Excellent computer and internet skills, mastery of online research is required.
- Must be able to think outside the box to get information, driven to find the answer
- Knowledgeable in Microsoft Office, especially Excel and Word
- A/E/C industry experience required
- Reliable transportation to Tempe office

Personality Requirements

- Very organized, and detail-oriented, very diligent with time management
- Extremely ethical, honest, and trustworthy
- Hard working and takes pride in their work
- Process-oriented
- Good communication, verbal & written skills
- Friendly and positive with a sense of humor
- Self-motivated, self-disciplined, able to get the job done without constant oversight
- Journalistic tendencies, investigative and curious by nature

The Location: This is a full time, Monday through Friday position from 9am – 5pm in Tempe AZ. Each day has a goal that is expected to be met with quality work.

Please send resume and cover letter to rpratt@azbex.com.

Arizona Builders Exchange (BEX) 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.