



Construction Reporter

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, training and development, and a competitive salary with benefits.

The Company: Everything 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 Reporter. This position will concentrate on researching updates on active projects in our online database. The Reporter will assist colleagues and customers in providing timely updates to development and construction projects by reaching out to contacts and utilizing the internet.

Compensation: The pay range we're offering is \$16:00 – 18.25/hour (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.

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.

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.