



Construction Market Research Specialist

Do you love digging online for hard-to-find information? Do people come to you with their 'How to' questions? Do you enjoy finding the right answer to really tough questions? If this sounds like you, we have a job you may really enjoy!

BEX is a one-of-a-kind service company for the AZ A/E/C industry based in Phoenix that offers its employees a casual work environment, remote work, training and development, and a competitive salary with great benefits.

The Company: Everything BEX does is centered around Project & Business Development opportunities for the A/E/C industry. Our core services include a twice-weekly digital magazine, events and a searchable database. We are known for bringing opportunities to the market. Our team consists of 15+ 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 **Market Research Specialist**. This position will primarily research projects for the twice-weekly digital magazine and online database. The Researcher will complete the work by primarily investigating online, reading and interpreting government documents or reaching out to key contacts identified on the project. It is important that the research is accurate, timely and entered properly.

Compensation & PTO: The base salary is \$45K - \$55K DOE. We offer a competitive benefits package where the company pays 100% of the employee's health, vision and dental insurance, short and long-term disability, vacation and holiday pay (four weeks total), and a 3% match on the employee's 401K contribution. Total compensation package, including the value of company paid benefits, is \$55K - \$67K per year.

Skill Requirements:

- Excellent computer and internet skills: mastery of online research is required
- Attention to detail and a high drive for accuracy
- Reading comprehension and critical thinking is required. The ability to read a document, understand what it is saying, and then translate into what we care about is central to this role.
- Must be able to think outside the box to get information
- Knowledgeable in Microsoft Office, especially Excel, Word and PowerPoint
- Some experience with online databases is preferred, but not required.
- A/E/C industry experience is a plus, but not required
- Knowledge of local government, especially procurement and capital planning is a plus, but not required
- Excellent verbal & written communication skills
- Home office Setup requirement to enable remote work – high-speed internet access along with a space to work free of distractions and the ability to make business phone calls from a remote setting. In office work is available for anyone without a home office setup.

Personality Requirements

- Organized, detail-oriented and diligent with time management
- Ethical, honest, and trustworthy

- Hard working and takes pride in their work
- Process-oriented
- 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

Location: This is a full-time position, Monday through Friday. Work hours are 9am – 5:30pm but a flexible work schedule is permitted after probationary period is complete and employee has a proven track record of work competencies and quality.

Hybrid Work Policy – all training must take place in person. Once training and an initial 3-month probationary period is complete, it is expected this position will be 3 days in office with 2 days remote work.

Please Email us at: hr@azbex.com with your resume.