

# NOW HIRING



*"Bid Projects - Build Relationships"*

## POSITION AVAILABLE:

### MARKETING ADMINISTRATOR

- UPLOADING AND PRINTING PLANS FOR PLANROOM
- EDITING AND UPDATING WEBSITE
- CREATING AND SELLING ADVERTISEMENTS
- KEEPING SOCIAL MEDIA OUTLETS UP-TO-DATE
- RECRUITING NEW MEMBERS
- PLANNING UPCOMING CLASSES FOR MEMBERS



COMPETITIVE PAY

FULL TIME POSITION

GREAT BENEFITS

PLEASE SEND IN  
RESUME TO  
[OFFICE@MEMPHISBX.COM](mailto:OFFICE@MEMPHISBX.COM)

### BUILDERS EXCHANGE

642 S. Cooper  
Memphis, TN 38104  
(901) 272-7495

[www.memphisbx.com](http://www.memphisbx.com)

MONDAY – FRIDAY  
7:30 AM – 4:30 PM