

**Position:** MARKETING/ADMINISTRATIVE SUPPORT/RECEPTIONIST – Full-time employee

**Office Location:** Tempe, Arizona

### Description

Meyer Borgman Johnson is looking for a professional marketing and administrative assistant, with at least 2 years of experience, to provide marketing and administrative support, while greeting visitors and answering phones at our front lobby reception area. The position is full-time Monday through Friday with salary commensurate with experience level and skill set.

### Required Qualifications

- Strong Microsoft Office skills
- Strong interpersonal communication skills
- Availability to work approximately 8 hours/day, M-F
- Strong verbal and written communication skills
- Proven skill marketing and administrative type tasks
- Team player and proven positive attitude when working with both internal and external colleagues and clients
- Strategic thinker, eager to support, collaborate and contribute to a team
- Strong software and computer learning skills
- Experienced in web-based research

### Desired Qualifications

- Associate or Bachelor's Degree in Marketing, or equivalent experience
- Experience with InDesign software
- Experience with architecture or engineering firms
- Some flexibility regarding work hours when necessary
- Good basic math skills

### Desired Qualities

- Highly developed organizational abilities
- Able to work effectively with a variety of personalities and work styles
- Able to work well in demanding climate, handling multiple tasks with frequent interruptions, while maintaining a positive, can-do attitude
- Effective, strong communication skills at all levels, including with project team, managers, and clients
- Flexible and easily adapts to change

### Benefits

- Competitive pay and benefits commensurate with experience and qualifications, including health, dental, disability, flex-benefits, 401k, mass transit card, continuing education, flexible schedule, travel pay, etc.
- Flexibility to shape your career path and grow with the firm
- Ability to work with stimulating colleagues on a daily basis in an environment that is challenging, fun and promotes individual growth, teamwork, and creativity

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