WALSH
DOOR & HARDWARE CO.

Commercial Construction Project Manager

Walsh Door and Hardware Company is seeking a Project Manager to be a part of our Des Moines OR Iowa City location teams. We specialize in commercial doors, frames, hardware, cameras, and access control systems on projects throughout Iowa. If you have a desire to work for a 149 year old Iowa based company and enjoy working in a fast paced environment, this is a great opportunity! Walsh Door and Hardware is a growing company with 70+ employees and this is a full-time added position.

Job Description:

- Manage projects by sourcing materials, negotiating costs, monitor delivery of incoming and outgoing materials.
- Ensure material purchases and deliveries are done in an efficient and cost effective manner.
- Detail door, frame, and hardware schedules.
- Create pricing quotations by estimating material and labor requirements for projects.
- Process pre-bid contracts, RFI's, shop drawings, architectural submittals, and change orders.
- Follow up on sales leads and bids.
- Problem solve customer and field crew issues.

Job Requirements:

- Must have two years' experience as project manager or project engineer for door, frame and hardware company. Prefer four year degree.
- Strong mathematical ability to verify bids for accuracy.
- Knowledge of commercial doors, frames, and hardware.
- Proficient in Microsoft Office applications – specifically Excel, Word, and Outlook.
- Must have proven ability to handle large workload, multitask, and maintain a positive attitude.
- "Will do", trainable, team player type attitude with professionalism.
- Must pass pre-employment drug screen, and background check.

Benefits:

- Health Insurance – Company paid 85% of single or 79% of family Wellmark of Iowa Health Insurance Plan
- 401k Savings Plan – Company contributes up to 4% of wages.
- Life Insurance – 100% company paid $50,000 life insurance policy.
- Short Term Disability – 100% company paid policy.
- Long Term Disability – 100% company paid policy.
- Holiday – 7 paid holidays during 2015.
- Vacation – Personal Time Off program starting on hire date.
- Dental Insurance – Delta Dental of Iowa.

Please apply with cover letter and resume at www.walshdoor.com .