WALSH

DOOR & SECURITY

JOB OPENING – Administrative Coordinator – Iowa City

Walsh Door & Security is seeking an Administrative Coordinator to be a part of the team at our Iowa City location. We specialize in commercial doors, frames, hardware, cameras, and access control systems for projects throughout Iowa and the surrounding states. If you have a desire to work for a 155+ year old Midwest-based company and enjoy working in a fast-paced environment, this is a fantastic opportunity! Walsh Door & Security is a growing company with 140+ employees and three locations – Des Moines, Iowa City and Kansas City creating opportunities for career advancement. This opportunity is a full-time position.

Job Responsibilities:

- Answer and direct incoming calls and help walk-in customers.
- Process, file, and manage all incoming and outgoing paperwork including daily mail, faxes, shipping sheets, receiving reports, and documentation sent to/from office, contractors, and suppliers.
- Receive and check in daily UPS and freight shipments, assist with freight documentation, and complete all paperwork.
- Review and check-in weekly shipments including storage and completion of paperwork.
- Process and track returned goods.
- Setup and close out new project folders.
- Keep office supplies replenished and care for office equipment.
- Reconcile monthly credit card statements, assist with monthly billing.
- Assist project managers with various duties as assigned.
- Other tasks and duties as assigned.

Job Qualifications:

- High School degree or equivalency. Administrative experience working in a fast-paced environment preferred.
- Proficient in Microsoft Office applications – specifically Excel.
- Individual must be committed to excellence in detail, cleanliness, organization, follow up, and communication.
- Must have proven ability to handle large workload, multitask, and maintain a positive attitude.
- Must have a strong desire to learn and develop a good understanding of the commercial door and hardware business.
- Must be extremely dependable with an exceptional work ethic.
- Strong verbal and written communication skills required.
- Professional ethics, tact, and courtesy when dealing with customers and employees a must.
- Must pass pre-employment drug screen, and background check.

Benefits:

- Health Insurance – Highly competitive, quality health insurance for single- or family-coverage options available with full-time positions. Company pays majority of premium.
- 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.
- Vacation – Personal Time Off program starting on hire date.
- Dental Insurance – Delta Dental of Iowa.

To apply or for more information about our company, go to www.WalshDoor.com.

DES MOINES

2600 Delaware Avenue
Des Moines, IA 50317
p. 515.262.9822 | f. 515.262.8315

WalshDoor.com

IOWA CITY

2918 Industrial Park Road
Iowa City, IA 52240
p. 319.248.0114 | f. 319.248.0116