



## JOB OPENING – Bid Coordinator – Des Moines

Walsh Door & Security is seeking a Bid Coordinator to be a part of the team at our Des Moines 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 125+ employees and three locations – Des Moines, Iowa City and Kansas City. This opportunity is a full-time, added position.

### Job Description:

- Compile all invitations to bid via Building Connected,
- Review blueprints, specifications, and contract requirements to identify size, materials, and construction schedules.
- Communicate bid information from contract documents to estimators doing the takeoff.
- Initiate phone calls to customers for information regarding bid information, bid bonds and dates.
- Work closely with Estimating Manager and communicate any issues that arise.
- Perform other duties as assigned.

### Job Requirements:

- High School Diploma or G.E.D. required.
- Higher Education or 2 years industry experience preferred.
- Proficient in Microsoft Outlook and Excel
- Effective communication skills
- Strong organizational skills
- Must be able to manage multiple projects under a deadline.
- Must have ability to handle large workload, multitask, and maintain a positive attitude.
- “Will do,” trainable, team player type attitude.
- Must pass pre-employment drug screen and security 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](http://www.WalshDoor.com).

Walsh Door & Security is an Equal Opportunity Employer.

150+ YEARS QUALITY,  
SERVICE & SOLUTIONS

#### DES MOINES

2600 Delaware Avenue  
Des Moines, IA 50317  
p. 515.262.9822

[WalshDoor.com](http://WalshDoor.com)

#### IOWA CITY

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

[info@WalshDoor.com](mailto:info@WalshDoor.com)

#### KANSAS CITY

1606 Burlington Street  
North Kansas City, MO 64116  
p. 816.474.4500