



JOB OPENING – Commercial Hardware Purchasing Agent- Des Moines

Walsh Door & Security is seeking a Commercial Hardware Purchasing agent be a part of our Des Moines location team. We are the Midwest’s leading provider of premium commercial door, frame, hardware and electronic security products and services. If you are self-motivated, results-oriented leader with a desire to work for a 155-year-old growing company in a fast-paced environment, this may be the perfect career opportunity for you!

Essential Functions:

- Procure commercial door hardware for projects and retail stock inventory at the best possible price from manufacturers and wholesalers.
- Gain an in-depth understanding of commercial door hardware and applications.
- Perform various assigned duties to obtain quotations, place and follow up on orders; expedite orders, maintain files, records, catalogs, etc.
- Review current stock levels and order as necessary, in an effort to increase inventory turns while keeping stock levels in line with sales activity.
- Schedule material delivery dates to meet the needs of the project coordinators and salespeople.
- Establish and maintain relationships with vendors.
- Problem-solve issues on vendor invoices and receiving reports.
- Coordinate the return of damaged or defective hardware.
- Make recommendations for the development and implementation of inventory control policies.
- Prepare and coordinate quarterly inventory.
- Assist with labeling and shipping of hardware.

Job Requirements:

- Two year degree in accounting, business management or similar degree.
- Must have attention to DETAIL and good mathematical skills.
- Strong organizational skills and proficient with time management by meeting deadlines.
- Proficient with computers and Microsoft Office Suite.
- Must have ability to communicate and develop relationships with vendors.
- “Will do”, trainable, team player type attitude.
- Must be able to pass a security check and pre-employment drug test.

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. Apply with resume and completed Walsh application form.

Walsh Door & Security is an Equal Opportunity Employer.

DES MOINES

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150+ YEARS QUALITY,
SERVICE & SOLUTIONS