



JOB OPENING – Commercial Hardware Purchasing Agent – DSM

Walsh Door & Security is seeking a Commercial Hardware Purchasing agent 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 great opportunity! Walsh Door & Security is a growing company with 160+ employees and three locations – Des Moines, Iowa City and Kansas City. This opportunity is a full-time position.

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.

150+ YEARS QUALITY,
SERVICE & SOLUTIONS

DES MOINES

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