



Commercial Hollow Metal Purchasing Agent

Walsh Door and Security is seeking a Commercial Hollow Metal Purchasing agent to 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 Iowa based company in a fast-paced environment with a growing company, then this may be the perfect career opportunity for you!

Essential Functions:

- Order hollow metal doors & frames from manufacturer's online portals.
- Read door and hardware schedules for commercial construction projects to pull the appropriate templates to specify machining of the material.
- Create work orders for labor on material being fabricated and welded in our shop.
- This position will require extensive training with commercial doors, frames, and hardware.
- Calculate hardware dimensions and requirements for metal doors and frames.
- Determine most cost-effective method of purchasing material using manufacturers quotes.
- Prepare required drawings for elevations and corresponding sections as necessary, along with inputting proper hardware preps using company software.
- Review the schedules and submittals for code compliance and errors that can affect the project prior to sending the job out for manufacturing.

Job Requirements:

- Bachelor's degree strongly preferred.
- Hollow metal door & frame experience preferred.
- Understand code compliance for products in various commercial projects.
- Must have attention to DETAIL!
- Proficient with time management by meeting deadlines.
- Proficient with computers and Microsoft office suite.
- Must have ability to communicate and develop relationships with vendors & Team Members.
- "Will do", trainable, team player type attitude.
- Must be able to pass a security check and pre-employment drug test.

Benefits:

- Health Insurance – Company paid 78% of single or 74% of family United Healthcare 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.
- 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 or through this website.