



JOB OPENING – Distribution Administrative Coordinator – Des Moines

Walsh Door & Security is seeking a Distribution Administrative Coordinator to work in our Des Moines production facility. We specialize in commercial doors, frames, hardware, cameras, and access control systems for projects throughout the Midwest. 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 170+ employees and three locations – Des Moines, Iowa City and Kansas City. This opportunity is a full-time position which reports to the Distribution Manager.

Job Description:

- Assist with administrative distribution tasks such as coordinating small shipments and supporting customers with counter sales through order entry, pricing, and answering product questions.
- Process and oversee hardware returns to ensure timely resolution and proper documentation.
- Prepare and distribute end-of-month and end-of-quarter reports with accuracy and timeliness.
- Effectively communicate with customers via phone and email to address customer needs.
- Serve as a primary point of contact for the Sales Team, guiding communication with the Distribution Department.
- Communicate with the Sales Team and assist in maintaining effective relationships with customers and vendors.
- Will be cross trained in other Distribution Department roles to support other areas of the department as needed.
- Perform various administrative tasks throughout the building to support overall production facility operations.
- Gain an in-depth understanding of commercial door hardware and applications.
- Other duties as assigned.

Job Requirements:

- Bachelor's degree preferred (completed or in process)
- Strong data entry and analytical skills and proficient in Microsoft Office Suite (Excel, Word, Outlook).
- This is a "hands on" position. The successful candidate will be a self-starter who will have a strong desire to learn and develop a good understanding of the commercial door and hardware business.
- Ability to prioritize and manage multiple tasks and deadlines to ensure smooth daily operations while maintaining a positive attitude.
- Excellent organizational, and verbal/written communication skills.
- Professional ethics, tact, and courtesy when dealing with customers, employees, and vendors.
- Some physical activity is required, including lifting up to 55 pounds and moving items.
- Must pass pre-employment physical fit test, 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.

150+ YEARS QUALITY,
SERVICE & SOLUTIONS

DES MOINES

2600 Delaware Avenue
Des Moines, IA 50317
p. 515.262.9822

WalshDoor.com

IOWA CITY

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

info@WalshDoor.com

KANSAS CITY

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

WALSH

DOOR & SECURITY

- 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.

Walsh Door & Security is an Equal Opportunity Employer.

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