



JOB OPENING – Commercial Construction Project Coordinator – Des Moines

Walsh Door + Security is seeking a Project Coordinator to be part of the team at our Des Moines location. We specialize in commercial doors, frames, hardware, cameras, and access control systems for projects throughout the nation. If you have a desire to work for a 160+ year old company and enjoy working in a fast-paced environment, this is a great opportunity! Walsh Door + Security is a growing company with 200+ employees and three locations – Des Moines, Iowa City and Kansas City. This opportunity is a full-time, added position.

Job Description:

- Support Project Managers by coordinating project documentation and administrative processes.
- Complete new project data entry and maintain project records throughout the project lifecycle.
- Track submittals, closeout documents, and project deliverables to ensure deadlines are met.
- Maintain accurate project logs, billing spreadsheet, reports, and procurement schedules.
- Process change order documentation and coordinate approvals as directed.
- Manage insurance certificates, lien waivers, and other contract administration documents.
- Monitor material deliveries and manufacturer ship dates to ensure products arrive on schedule.
- Track and resolve missed shipments by coordinating with vendors, warehouse personnel, and Project Managers.
- Coordinate communication between Project Managers, vendors, customers, fabrication, warehouse, and field personnel.
- Schedule meetings and distribute meeting minutes and follow-up items.
- Assist with the preparation of closeout manuals and project turnover documentation.
- Execute closeout processes and maintain organized project files.
- Other duties as assigned by Project Manager.

Job Requirements:

- Construction, project coordination, administrative, or related experience preferred.
- Experience in the door, frame, and hardware industry is preferred but not required.
- Associate or bachelor's degree in Construction Management, Business, or related field preferred.
- Proficient in Microsoft Office applications, specifically Excel, Word, and Outlook. Experience with PDF editors and Comsense preferred.
- Strong organizational, communication, and time management skills.
- Ability to handle multiple projects and competing priorities in a fast-paced environment.
- Detail-oriented with a proven ability to maintain accurate records and documentation.
- Professional, dependable, team-player attitude with a willingness to learn.
- Must pass pre-employment 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.

160+ YEARS
QUALITY, SERVICE + SOLUTIONS

HEADQUARTERS
2600 Delaware Avenue
Des Moines, IA 50317

515.262.9822
info@WalshDoor.com

WalshDoor.com



- 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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