



JOB OPENING – HR Coordinator – Des Moines

Walsh Door + Security is seeking a HR Coordinator to be part of the team at our Des Moines location. We are the one of the nation's leading providers of premium commercial door, frame, hardware and electronic security products and services and partner with national and regional General Contractors and Commercial Customers. Walsh is family-owned, 160 years old, and specializes in Data Centers, Healthcare, Military, K-12 Education, Universities, and School Safety. We offer a strong career path, amazing benefits and a fast-paced environment. 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:

- Administer employee benefit programs and serve as the primary point of contact for employee enrollments, benefit changes, open enrollment, and benefit-related questions.
- Coordinate pre-employment and onboarding processes to ensure a positive and compliant new hire experience.
- Maintain employee records, personnel files, and HR documentation while ensuring confidentiality, accuracy, and compliance.
- Administer and maintain the HRIS, ensuring accurate employee records and supporting onboarding, recruiting, benefits, and performance management processes.
- Coordinate employee training, new hire orientation, and professional development opportunities.
- Support recruiting efforts through interview scheduling, candidate communication, career fair participation, and other recruiting needs.
- Coordinate employee recognition programs, wellness initiatives, company apparel programs, and employee appreciation activities.
- Assist with planning and execution of company events, customer tours, recruiting events, and other employee engagement initiatives.
- Serve as a resource for employees regarding benefits, onboarding, HR systems, and company policies.
- Support the HR Manager and Recruiter with HR initiatives, process improvements, reporting, and special projects as needed.

Job Requirements:

- Associate's or Bachelor's degree in Human Resources, Business Administration, Communications, or related field preferred.
- Human Resources, administrative, recruiting, customer service, internship, or related experience preferred.
- Strong organizational, communication, and interpersonal skills.
- Ability to manage multiple priorities while maintaining attention to detail.
- Ability to handle confidential information with professionalism and discretion.
- Proficient in Microsoft Office applications, specifically Excel, Word, Outlook, and Teams.
- Experience with HRIS, applicant tracking systems, or benefits administration systems preferred.
- Positive, team-oriented attitude with a commitment to providing excellent internal customer service.
- 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

160+ YEARS
QUALITY, SERVICE + SOLUTIONS

HEADQUARTERS

2600 Delaware Avenue
Des Moines, IA 50317

515.262.9822

info@WalshDoor.com

WalshDoor.com



- 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.

Walsh Door + Security is an Equal Opportunity Employer.

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