



Posting Title: Hardware Associate

Description: Full-time Salaried Position

Company Description: Pauly Jail Building Company is a 5th generation company and leading detention equipment contractor that focuses on new and renovation work for correctional projects in specific regions of the United States. A union contractor signatory to the international ironworkers that self performs all trade related work including detention doors/frames, detention hardware, security glass & glazing, detention furniture, steel cells, security barriers & enclosures.

Seeking applicant with ability to succeed in new environment, learn new skills quickly and become a valued team member for the company. Applicant must be honest and a strong communicator, aggressive and strong work ethic, with attention to details and client relationships.

Position Responsibilities:

- Assist with managing service projects
- Assist with scheduling projects and hardware purchasing
- Manage material discrepancies from the field staff & material returns
- Shipping & receiving (including error/discrepancy resolution)
- Assist with providing proposals for service work
- Generate catalog cuts, templates and wiring diagrams for submittal packages
- Weekly audits & organization of material stored in warehouse for jobs
- Assist Project Mangers as needed with inventory & material stored for jobs
- Quarterly inventory cycle counts
- Warehouse upkeep & maintenance (organization, sweeping/cleaning, manage forklift maintenance, etc.)

Compensation Package Includes:

- Competitive Pay
- Health Insurance
- Vacation & Paid Holidays
- 401K Program

Desired Qualifications:

- High School Diploma or Equivalent
- Strong Time Management & Customer Service Skills
- Valid Driver's License
- Forklift Experience & Certification
- Microsoft Office (Word, Outlook, Excel, Power Point, Publisher)
- Self-starter with strong attention to details