



We're looking for the next Sword Company team member to join our elite team of professionals! At Sword Company we strive to be the best at what we do. Our people-centered atmosphere fosters a culture of winning in business by focusing on team and individual growth.

Sword Company is East Texas' leading distributor for residential door and cabinet hardware. We are currently seeking the right individual to fill the immediate need for a **Project Manager, Division 8 – Doors, Frames & Hardware**.

At Sword Company, we work hard, support one another, and enjoy building successful projects - and careers - together. If you're ready to grow with a company that values both excellence and people, we encourage you to apply.

A handwritten signature in blue ink, appearing to read "Ryan Sword", is positioned above the name.

Ryan Sword

Apply at: swordco.com/careers

Project Manager, Division 8 – Doors, Frames & Hardware job description below:

Telephone: 903-561-1921

Address: 19981 HWY 69 South
Tyler, TX 75703

Website: swordco.com

Email: info@swordco.com



Full-time position: **Project Manager, Division 8 – Doors, Frames & Hardware**

Duties and Responsibilities

- Manage Division 8 projects including hollow metal doors and frames, wood doors, and finish hardware
- Organize workloads and manage multiple projects while meeting project deadlines
- Communicate clearly and professionally with general contractors, builders, architects, and owners
- Develop and manage project schedules in coordination with clients, vendors, and internal team members
- Evaluate vendor quotes to ensure accurate and competitive pricing
- Build and maintain strong relationships with manufacturers and customers
- Review specifications and architectural drawings to ensure correct product application
- Apply strong product knowledge to assist customers and project teams throughout the project lifecycle
- Approach challenges with a problem-solving mindset and goal-oriented focus

Qualifications

- 2–3 years of door, frame, and hardware industry experience preferred (training available for the right candidate)
- Ability to read and interpret architectural drawings and specifications
- Strong written and verbal communication skills
- Proficiency with Microsoft Office (Excel, Word, Outlook)
- Comfortable working with industry-specific software and adapting to new systems and updates
- Organized, detail-oriented, and product-minded

Benefits

- Competitive salary
- Company-matching retirement plan (SIMPLE IRA)
- Medical insurance plan
- Paid vacation and paid holidays
- Team activities and company events
- Strong commitment to work–life balance
- Casual, professional work environment

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