

## Facilities & Logistics Manager

**About Us:** Shannon's Mechanical Contracting is a leading provider of mechanical solutions, specializing in plumbing and HVAC in both commercial and residential settings. With a reputation for excellence and a commitment to quality, we serve a diverse range of clients across Minnesota, portions of Wisconsin and North Dakota. As we continue to expand our operations, we are seeking a dynamic and experienced individual to join our team as a Facilities and Logistics Manager.

**Role Overview:** As a Facilities and Logistics Manager at Shannon's, you will play a pivotal role in overseeing the efficient operation of our facilities and logistics processes. This multifaceted position will involve managing tool inventory, coordinating shipping, and receiving activities, overseeing building maintenance tasks, and ensuring the upkeep of our vehicle fleet.

### **Key Responsibilities:**

- Manage tool inventory, including procurement, storage, and maintenance.
- Coordinate shipping and receiving activities, ensuring timely and accurate processing of incoming and outgoing shipments.
- Oversee building maintenance tasks, including routine inspections, repairs, and vendor management.
- Manage vehicle maintenance schedules and coordinate repairs as needed to ensure fleet reliability.
- Develop and implement procedures to optimize efficiency and minimize downtime across facilities and logistics operations.
- Collaborate with the team to identify opportunities for process improvement and cost optimization.

### **Qualifications:**

- Proven experience in facilities management and logistics coordination.
- Strong organizational and multitasking abilities, with a keen attention to detail.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively across teams.
- Proficiency in relevant software applications, such as inventory management systems and Microsoft Office Suite.
- Knowledge of safety regulations and best practices in facilities and logistics management.

## Facilities & Logistics Manager

### **Benefits:**

- Competitive compensation package
- Opportunities for professional development and advancement
- Dynamic and collaborative work environment

If you are a motivated and results-oriented individual with a passion for operational excellence, we invite you to apply for the position of Facilities and Logistics Manager at Shannon's. Join us in our mission to deliver exceptional mechanical solutions and build a better future for our clients and communities.

**How to Apply:** Please submit your resume and cover letter to [dhebig@shannonsinc.us](mailto:dhebig@shannonsinc.us). In your cover letter, please highlight your relevant experience and why you are interested in joining Shannon's as a Facilities and Logistics Manager. We look forward to reviewing your application.