



**North Management Group**



North Management Group is a shared services organization supporting North Mechanical Contracting and Service and Newjac Industrial and Fire Protection. Together, these companies deliver industry-leading mechanical and industrial contracting solutions across a wide range of markets. North Management Group provides them with centralized expertise and operational support, allowing each organization to focus on innovation, quality, safety, and customer satisfaction—and we’re looking for team members who share that same drive and commitment to success.

As we continue to grow, we’re seeking a detail-oriented and proactive Logistics Coordinator to support our daily operations and ensure the efficient movement of materials, equipment, and resources across our organization. This is a full-time, onsite position working Monday through Friday, with flexibility as needed to support operational demands.

In this role, you’ll play a critical part in coordinating logistics, supporting fleet and asset management, and maintaining warehouse and facility operations. You’ll collaborate closely with the logistics manager, warehouse team, and field personnel to ensure timely deliveries, accurate tracking, and efficient workflows. This position is ideal for someone who thrives in a fast-paced environment, enjoys problem-solving, and takes ownership of keeping operations running smoothly.

**Key Responsibilities:**

1. Fleet & Asset Coordination
2. Shipping, Receiving & Delivery Coordination
3. Warehouse & Yard Organization
4. Equipment & Facility Maintenance Coordination
5. Field Request Fulfillment & Daily Operational Support
6. Vendor Coordination & Material Logistics
7. Team Coordination & Communication
8. Process Improvement & Administrative Support
9. Additional Responsibilities as Assigned

The ideal Logistics Coordinator will have 1–3 years of experience in logistics, warehouse operations, or a related field within the construction or mechanical industry. A degree and Procore certifications are preferred. This individual is organized, detail-oriented, and proactive, with strong communication and problem-solving skills. They are comfortable using multiple software systems and can effectively manage priorities in a fast-paced environment.

North Management Group is proud to offer a comprehensive benefits package designed to support the well-being and growth of our employees. We provide a competitive salary, with overtime paid after 40 hours, along with a 401(k) plan featuring a company match to help you plan for your future. Our benefits include health, dental, vision, and life insurance, as well as paid time off and holidays to promote work-life balance. Employees in this role will also receive a cell phone to support their work. Additional resources include access to an employee assistance program and cross-training opportunities that encourage professional development and long-term career growth within our expanding organization.

Submit resumes via: [Careers](#)