

Tennant Solutions: Facilities Supervisor

Position Overview

Are you ready to step into a brand-new role and truly make it your own? If the idea of taking full ownership excites you, then Tennant Solutions is the place for you.

Our client, **Tennant Solutions**, is a family-owned, tight-knit team that goes the extra mile for their customers. With over 25 years in the medical and packaging industry, they provide a unique perspective and unparalleled customer service. Headquartered in West Chester Township, Cincinnati, OH, they are seeking a **Facilities Supervisor** to join their team, responsible for both production shifts.

Still interested? Take charge of this newly created role and shape it to your vision. Play a pivotal role in shaping the future of their facilities operations, driving efficiency, safety, and compliance. Be part of a rapidly growing organization with a global presence. Join a family-owned team that values collaboration and going the extra mile.

If you are a proactive, detail-oriented professional with a passion for facilities management, and you thrive in a role that offers flexibility and the chance to make a significant impact, we want to hear from you!

Key Responsibilities

- **Coordinate and oversee facilities-related projects and maintenance:** Ensure timelines, budgets, and quality standards are met, including preventive maintenance, repairs, and renovations.
- **Manage vendor relationships and contracts:** Negotiate pricing and ensure cost-effective solutions for services and supplies (e.g., office supplies, janitorial, shipping).
- **Oversee budget and financial controls:** Ensure timely procurement and adherence to financial controls for facilities operations.
- **Ensure safety and compliance:** Conduct safety audits, inspections, and emergency drills, and maintain safety training programs to comply with regulations and company policies.
- **Maintain security and facility systems:** Oversee security systems, telecommunication, and parking programs, and ensure the upkeep of buildings, grounds, and equipment.
- **Oversee three environmentally controlled buildings within a 5-mile radius:** These facilities house low-tech/manual production positions and inventory space.

Requirements

- 2+ years' proven experience in facilities management and vendor management, with demonstrated proficiency in tracking and managing purchasing activities.
- Exceptional organizational and communication skills, with the ability to coordinate multiple tasks and meet deadlines effectively.
- Proficiency in Microsoft Office 365.
- Availability to handle calls and emergencies outside of regular working hours (24/7/365 availability for emergencies).

Desired Attributes

- Strong sense of professionalism in both conduct and communication.
- Strong time management skills, with the ability to prioritize and handle multiple tasks efficiently.
- Ability to deliver excellent customer service to both internal teams and external partners.
- Takes a collaborative approach, working well with others to foster a supportive environment.

Further Information

TPC is a family-owned company in a growing industry, and provides employees with many opportunities for professional development. Conveniently located in West Chester, employees enjoy a crystal clean, climate-controlled work environment with a newly updated breakroom.

Other perks include Medical, Dental, and Vision Insurance, PTO, 401K contributions and company-paid holidays.

Benefits & How to Apply

Competitive benefit package includes a Medical, Dental, Vision, Life, STD, LTD, Paid Time Off & 401K with a company match.

One Digital is working with this client on a retained search basis. Ready to take the leap? Apply now and start your exciting journey with us! Please send your resume to **emily.haus@onedigital.com**