



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 an energetic and detail-oriented Tool Operations Associate to join our General Operations Department at our Indianapolis location in a tool room, or industrial facility setting. This is a full-time, onsite position working Monday through Friday, with occasional travel to our remote locations and jobsites. This position could require standing for long periods of time.

In this role, you’ll be at the heart of our logistics operations—supporting mechanical trades and maintenance teams by managing tool inventory, ensuring equipment readiness, and maintaining a safe and organized tool room. This position requires strong organizational skills, mechanical awareness, and a proactive approach to supporting daily operations.

At North Management Group, you’ll be part of a dynamic, growing company that values innovation, collaboration, and professional growth. This position is an exciting opportunity to make a real impact—enhancing operational efficiency and contributing to the continued success of our Logistics team.

Key Responsibilities:

1. Tool Management
2. Inventory Control
3. Maintenance & Inspection
4. Logistics Support
5. Safety & Compliance
6. Documentation
7. Customer Service
8. Other assigned duties

The ideal candidate will have strong organizational and time management skills, with the ability to manage multiple priorities in a fast-paced environment. Excellent verbal and written communication abilities are essential for effective collaboration with team members and vendors. Proficiency in Microsoft Office applications is required. Experience with inventory management software is preferred. A solid understanding of hand tools, power tools, and mechanical equipment is required. One year of experience in a tool room, warehouse, or maintenance support role is highly preferred, but not required. The successful candidate will also demonstrate the ability to work well under pressure, meet deadlines, lift and move heavy equipment safely, understand tool functions, and the ability to work as a team player.

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 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 also have 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](#)