NORTH MECHANICAL
CONTRACTING & SERVICE

TOP WORK PLACES 2025
INDYSTAR

North Mechanical Contracting and Service is a leader in the mechanical industry, dedicated to delivering mechanical solutions from concept to success. Based in Indianapolis, we specialize in comprehensive construction, contracting, preventative maintenance, and innovative approaches to mechanical systems. Recently nominated as one of the 2025 Top Workplaces in Indianapolis, North Mechanical takes pride in fostering a culture built on Excellence, Inspiration, and Innovation—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 organized and detail-oriented Project Coordinator to join our Contracting Department at our Indianapolis location. This is a full-time position supporting our mechanical piping and plumbing project teams.

In this role, the Project Coordinator will support Project Managers with project setup, documentation, job cost entry, purchasing paperwork, and billing coordination. This position works with project teams and Accounts Receivable to keep project information accurate, organized, and moving forward.

At North Mechanical, you'll be part of a growing company that values innovation, collaboration, and professional growth. This position offers an opportunity to support successful project delivery while developing strong construction administration and coordination skills.

Key Responsibilities:

1. Coordinate with Project Managers to Support Project Goals and Priorities
2. Set Up New Projects and Maintain Accurate Project Information
3. Coordinate with Accounts Receivable on Project Billings
4. Organize and Manage Project Documents and File Structures
5. Enter and Maintain Project Job Cost Information
6. Prepare Purchase Orders and Subcontract Documents
7. Assist with Project Submittals and O&M Documentation
8. Process Change Orders and Associated Budget Revisions
9. Track Administrative Deliverables and Follow Up on Outstanding Items

The ideal candidate will have excellent written and verbal communication, problem-solving, organization, and attention-to-detail skills. The ability to prioritize multiple assignments and collaborate with Project Managers and other departments is essential. Strong computer skills, proficiency in Microsoft Office, and a willingness to learn new software programs are required.

North Mechanical Contracting and Service 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 | North_Mechanical