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 enthusiastic and detail-oriented Service Administrator to join our Business Process team at our Indianapolis office. This is a full-time, onsite position working Monday through Friday, with occasional travel to our remote branches for meetings and training. The Service Administrator role presents a rewarding opportunity to play a pivotal part in improving operational processes, ensuring client satisfaction, and driving the sustained success of our service team.

In this role, you'll work closely with teams across the organization—including Accounting, Operations, and Sales—to streamline workflows, resolve client inquiries efficiently, and ensure alignment with overall business objectives. As a key contributor to the service operations team, you'll help maintain strong cash flow, support day-to-day office functions, and drive the continued success of our operations. The ideal candidate excels in a dynamic, fast-paced environment, adapts easily to shifting priorities, and demonstrates exceptional attention to detail and teamwork.

Key Responsibilities:

1. Manage client billing and collections
2. Handle payment processing
3. Administer accounts payable functions
4. Support expense management
5. Source Vendors and Procure Purchases
6. Provide general administrative support
7. Other assigned duties

The ideal candidate will have strong organizational and multitasking 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, clients, and vendors. Proficiency in Microsoft Office applications is required. A solid understanding of accounting principles related to billing cycles, purchase orders, and payment tracking. The successful candidate will also demonstrate the ability to work well under pressure, meet deadlines, and maintain a high level of accuracy and professionalism in all aspects of their work.

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