



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 energetic and detail-oriented Billing Administrator to join our Billing Department at our Indianapolis location. This is a full-time position working Monday through Friday.

In this role, you’ll be at the heart of our billing operations for the North Mechanical Contracting division. The ideal candidate will provide support to our Billing Specialist team, customers, and vendors.

At North Mechanical, 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 Billing team.

Key Responsibilities:

1. Manage Daily Logs & Submittals
2. Manage DocuSign Process
3. Manage Documents & Filing for Billings
4. Assist Billing Specialists with Lien Waivers
5. Perform Additional Duties as Assigned

The ideal candidate will have a high school diploma or GED and demonstrate strong organizational skills with a high level of attention to detail and accuracy. Proficiency in Microsoft Excel and Word is required, along with the ability to effectively manage multiple tasks and priorities. Previous office or clerical experience is also required. The candidate must be dependable and capable of consistently meeting daily submittal deadlines.

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](#)