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 a detail-oriented and highly organized Sales Coordinator to join our Indianapolis team. This position supports our internal Estimating and Preventative Maintenance teams. You will also work with subcontractors, vendors, and clients to assist with bid documentation, track deadlines, gather pricing, assist with proposals, and maintain opportunity records from invitation through follow-up.

The role also provides opportunities to support the Marketing team with social media, company communications, marketing materials, and corporate events.

Key Responsibilities:

1. Coordinate and maintain documentation for incoming construction bid and sales opportunities.
2. Manage subcontractor and vendor invitations, including distributing bid documents, plans, specifications, addenda, and other project information.
3. Maintain accurate bid lists, contact information, opportunity records, and tracking information.
4. Track bid due dates, pre-bid meetings, site visits, addenda, and other important project milestones.
5. Assist with obtaining subcontractor and vendor pricing and following up on outstanding quotes.
6. Organize and maintain bid forms, proposal templates, scope sheets, and other estimating documentation.
7. Assist with proposal preparation and electronic bid submissions, including required forms, certificates, alternates, clarifications, and supporting documentation.
8. Maintain opportunity tracking and assist with monitoring awarded, lost, pending, and declined opportunities to ensure timely follow-up.
9. Support the Marketing team with approved social media content, company SharePoint news posts, marketing materials, and corporate events.
10. Other assigned duties.

The ideal candidate will be highly organized, detail-oriented, and able to manage multiple priorities and deadlines. Strong written and verbal communication skills are essential, along with proficiency in Microsoft Office and the ability to learn construction estimating, plan-room, CRM, and project management software. Experience with Procore, Canva, Adobe Creative Cloud, or Bluebeam is preferred. The successful candidate will demonstrate strong follow-through, initiative, and the ability to work independently while supporting multiple teams.

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