



NORTH MECHANICAL

CONTRACTING & SERVICE

North Mechanical Contracting, Inc.

The ideal candidate will be responsible for working with the Fabrication Staff, Project Managers, and Warehouse Staff. Administrator to ensure the participation of cross-functional stakeholders in furthering project goals. With organization and prioritization skills, this candidate will organize the necessary pieces to ensure project success.

Responsibilities

- Time entry into CMIC
- Fab Monthly reports to Local 440
- Fab Shop new hire setup. Safety/Stratus/Fastenal Code/Key Fob
- Manage job posting and receipt of resumes and applications (BIM, Fab, Logistics)
- Vendor Relations
 - Release orders
 - Update vendor columns and statuses on Stratus
 - Chase down delivery dates and discrepancies
- Would manage workflow for shops
- Produce needed reports from CMIC
- Data entry back into Stratus
- BIM hanger deliverables to fab (Stickers, Cut list, build/install sheets)



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Qualifications

- Excellent verbal and written communication skills, problem solving skills, and attention to detail
- Ability to prioritize and multi-task
- Microsoft Office
- Ability to learn new computer software
- Computer skills required

Job location Lebanon

Please send resumes to Neile Deuth at neile.deuth@northmechanical.com

Interviews will be held at our Indianapolis Office