



NORTH MECHANICAL

CONTRACTING & SERVICE

North Mechanical Contracting, Inc.

The ideal candidate will be responsible for working with the Project Managers, 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

- Billings for T&M & Lump Sum projects
- Collections
- Work with Project Managers to develop, drive, and implement project goals
- Manage documentation
- Establish partnerships cross-functionally as necessary to ensure project success

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

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