



North Management Group



Company Overview:

North Management Group 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 Management Group 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.

Position Overview:

The purpose of this position provides accuracy and efficiency to the HR Department, by effectively completing the needs of the department through recordkeeping, reporting, and analyzing daily tasks. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Primary Responsibilities:

- Primary HR contact for employees
- Knowledge/Compliance with federal/state/local labor laws, FMLA, ADA, and EEOC
- Experience with I-9 verification and enforcement
- Conduct confidential workplace investigations as needed
- Coach management on personnel issues
- Resolve employee complaints/conflicts
- Maintains HR personnel files
- Onboarding of new hires
- Responsible for following the offboarding process
- Responsible for accurate Benefit reconciliation and Enrollment
- Maintain and document work procedures and updates
- Maintain electronic and paper documents
- Update Employee Records
- Employee Engagement
- Recruiting Process – Job Postings, Vetting Resumes, Scheduling Initial Interview, Conduct Initial Interview, Schedule Interview with Hiring Manager, Communicate with Candidate after Interview, Write Offer Letter
- Site Badging/Background Checks
- Annual Reviews

Qualifications:

- Bachelor's degree required; degree in HR preferred
- Three to five years of relevant experience is preferred
- HR certification preferred
- Ability to maintain confidentiality
- Advanced computer skills required (including a working knowledge of Excel, Word, Access, and PowerPoint)
- Excellent judgment and decision-making abilities required
- Ability to interpret and evaluate policy and procedural requirements and analyze data required
- Effective written and oral communication skills required
- Ability to work with minimal supervision
- Organizational and interpersonal skills required
- Ability to work under pressure and with frequent requests from multiple sources, each having their own timelines and constraints



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North Management Group 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.

North Management Group is an Equal Opportunity Employer committed to diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity, or any other factor protected by applicable federal, state, or local laws.

Submit resumes via: [Careers](#)