

# NORTH MECHANICAL CONTRACTING



A CULTURE OF  
SUCCESS

## Job Description:

### Administrator – Lebanon Location



#### Company Overview:

North Mechanical Contracting and Services 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, preventive maintenance, and innovative approaches to mechanical systems. Our passion is Excellence, Inspiration and Innovation.

#### Position Overview:

The ideal candidate will be responsible for working with the Project Managers to ensure the participation of cross-functional stakeholders in furthering project goals. This candidate will need to use organization and prioritization skills, as well as organize the necessary pieces to ensure project success.



**Responsibilities:**

- Time entry into the accounting software for daily reporting.
- Compile new hire paperwork.
- Produce necessary reports from the different software.
- Manage documentation for the project.
- Attend weekly meetings for the project.
- Manage the office supplies on the job site.

**Recommended Qualifications:**

- Excellent verbal and written communication skills, problem solving skills, and attention to detail.
- Strong organizational, multi-tasking and planning skills.
- Knowledgeable with technology and ability to learn new software.
- Ability to work with internal and external teams to meet deadlines.
- Profound attention to detail.
- Ability to work in team and independent environments.

**Benefits:**

We offer competitive compensation, health benefits, professional development opportunities, and a collaborative work environment.

Interviews will be held at the Indianapolis location.

Submit resumes at: [Careers | North Mechanical \(northmechanical.com\)](https://northmechanical.com/careers)

Or

Email resumes to: [careers@northmechanical.com](mailto:careers@northmechanical.com)