



UIBS

3941 Southeastern Way, Suite A
West Columbia, SC 29169
(803) 915 – 7890 | info@uibsus.com

Job Title: Project Specialist / General Affairs

Job Type: Full Time

Job Location: Evansville, Indiana

Salary: \$60,000 ~ \$100,000

Job Description:

We are seeking for a dedicated Project Specialist who will be in charge of providing administrative services to all work units and the site organization. You will also be in charge of management of documents including distribution, collecting, and registration.

Your duties will include:

- Print and distribute documents as needed.
- Scan and upload documents according to company procedure.
- Collect and register all technical documents such as drawings, RFI, submittals, change orders, various reports, QA/QC documents, vendor and contractor related documents, and other related items.
- Review and update documents for maintenance and quality control.
- Keep other employees updated on new document versions.
- Create templates for use by the team.
- Handle records across various departments.
- Maintain confidentiality regarding sensitive documents.
- Establish and maintain record retention timeline.
- Responsible for administrative commercial, financial, local matters and administration of the site office and any other non-technical matters.
- Carry out day to day operations of the site office.
- Develop and implement policies and procedures to improve operations and functions of the team.
- Responsible for routine purchases of the company such as stationery, paper, and other periodic items.



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- Procure and prepare transportation and business trips.
- Take on additional Project Specialist / General Affairs responsibilities as needed, demonstrating flexibility and a proactive approach to support our team.

Your qualifications are as follows:

- Bachelor Degree in related field.
- 1-3 years of experience in related field.
- Knowledge and understanding of construction projects, general affairs, and business administration.
- Excellent interpersonal skills and ability to work in team environment.
- Experience in general affairs or administration field is preferred.
- Strong experiences with MS Office.
- Good analytical skills and ability to work in a team environment.
- Excellent verbal/written communication and interpersonal skills
- Korean bilingual is preferred.

Your benefits are as follows:

- Medical, Dental, and Vision insurance
- Life insurance
- 401K matching
- Relocation Assistant
- PTO
- Paid holidays
- Annual bonuses based on performance
- Visa Sponsorship
- Meals provided (Lunch/overtime dinner)
- Mobile Phone provided