



UIBS

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

Job Title: Schedule and Cost Controller

Job Type: Full Time

Job Location: Evansville, Indiana

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

Job Description:

We are seeking for a skilled individual who will control schedules and cost of the project. The project team will rely on the schedules you create, manage, and update. You will review all cost related document including but not limited to submittals, proposals, quotes, invoices, and other documents that may affect schedules and budget.

Your duties will include:

- Generates the project's master schedule to establish design sequence, procurement, material, and equipment lead times and construction sequence per the contract requirements.
- Performs periodic schedule updates with the project team, subcontractors and equipment vendors.
- Must understand the logical relationships between the various components of complex industrial construction projects.
- This person will assist the Design, Project and Site Management team and must be technically capable and experienced in the use of the most recent version(s) of Microsoft Project and Primavera P6.
- Must understand Earned Value Management applications and have the ability to implement utilizing construction data.
- The candidate will be expected to have experience in preparing cost and resource loaded schedules.
- Responsible for ensuring that schedules are produced, maintained, updated and issued on a regular basis during the duration of the projects.
- Must be able to present visual sequencing date in addition to typical schedule updates.



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- Will be responsible for monitoring trends and alerting management as to possible, both positive and negative, effects of those trends.
- May be required to monitor field progress by physically reviewing on a regular basis as the Project Manager requires.
- Review all required vendor documents for accuracy to setup and update vendor with accuracy.
- Coordinate with Team to Import Budget Setup in accounting system.
- Collaborate close-out including review of commitments, cost, and contract values.
- Process commitments including Subcontract, Purchase Orders and Consultant Agreements in accounting system and send to project team.
- Provide support for job cost audits and project-specific cost reporting requirements.
- Take on additional Schedule and Cost Controller responsibilities as needed, demonstrating flexibility and a proactive approach to support our team.

Your qualifications are as follows:

- Bachelor Degree in Architecture, Construction, Engineering, or related field.
- 1-3 years of experience in related field.
- Knowledge and understanding of construction projects, basic accounting, and scheduling.
- Excellent interpersonal skills and ability to work in team environment supporting Construction Project Manager and overall project team.
- Experience in accounting field is preferred.
- Strong experiences with Bluebeam, Primavera P6, QuickBooks, and 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



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- PTO
- Paid holidays
- Annual bonuses based on performance
- Visa Sponsorship
- Meals provided (Lunch/overtime dinner)
- Mobile Phone provided



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