



UIBS
Clarksville, TN
hr@uibsusa.com

Job Title: Project Specialist

Job Type: Full Time

Job Location: Clarksville, TN

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:

- Support the Project Manager (PM) in various administrative and operational tasks to ensure the smooth execution of the project.
- Supervise the day-to-day operations of site office general affairs.
- Ensure compliance with company policies and procedures to improve operations and the overall functionality of the project.
- Plan, procure (or lease), and manage semi-permanent company assets as needed for the project.
- Manage client, vendor, and subcontractor relationships, ensuring clear communication and effective coordination.
- Monitor vendor services and invoices to ensure accuracy and coordinate periodic payments for mobile phone, electricity, water, telephone, internet, and other site expenses.
- Attend meetings with clients, vendors, and subcontractors, providing updates and facilitating smooth project communication.
- Manage site workforce operations, assisting in scheduling, tracking attendance, and ensuring compliance with safety and operational guidelines.
- Monitor office supply inventory and handle procurement, ensuring adherence to budgetary constraints.



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- Prepare periodic reports as assigned by the Field Administration Manager.
- Ensure a safe, secure, and well-maintained site facility that meets environmental, health, and security standards.
- Perform other general affairs or site HR-related duties as assigned.

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



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- Visa Sponsorship
- Meals provided (Lunch/overtime dinner)
- Mobile Phone provided



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