



Job Title: Material Manager

Job Type: Full-Time, on-site, exempt

Job Location: Clarksville, TN

Job Description:

We are hiring a Materials Manager to support our ongoing construction projects. This role is responsible for the planning, procurement, storage, and control of raw construction materials, including volts, pipes, ducts, and other mechanical components, ensuring they are available when and where needed on-site. The Materials Manager will be responsible for implementing efficient inventory management processes that ensure high accuracy, cost efficiency, and timely availability of materials. The ideal candidate will be detail-oriented, capable of anticipating future material needs, and comfortable working in a physically active outdoor construction setting.

Your duties will include:

- Plan, procure, receive, and organize raw construction materials for on-site use.
- Track and manage inventory levels to prevent shortages, delays, or material waste.
- Maintain inventory accuracy through effective documentation, cycle counts, and control systems.
- Monitor daily usage and forecast future material needs based on project timelines.
- Oversee on-site storage areas to ensure safe, efficient, and organized material handling.
- Work with vendors and delivery crews to coordinate material drop-offs and site logistics.
- Support the construction team with just-in-time material availability to prevent workflow interruptions.
- Assist with warehouse and laydown yard optimization to maximize efficiency.



- Prepare regular reports on inventory status, availability, and planning performance for management review.
- Other duties as needed.

Your qualifications are as follows:

- Fluency in both Korean and English is required.
- Strong attention to detail and the ability to forecast material requirements accurately.
- Proficient in Microsoft Office, especially Excel and Words.
- Solid administrative and organizational skills; able to manage documentation and logs efficiently.
- Physically capable of lifting and handling heavy materials throughout the day.
- Comfortable working in an outdoor construction site environment for extended periods.
- Experience working directly with construction teams, site superintendents, or logistic personnel.
- Strong communication skills and ability to coordinate with vendors and subcontractors.
- Demonstrated ability to analyze data and make informed planning decisions.
- Familiarity with ERP or inventory management systems is a plus.

Desirable / Preferred Skills

- 5+ years of professional experience in material management, logistics, or construction support
- Experience setting up and managing inventory control systems or cycle count processes
- Familiarity with mechanical and structural construction materials (volts, pipe, duct, etc.)
- Prior experience working on large-scale industrial or commercial construction projects



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Clarksville, TN
hr@uibssusa.com

- Working knowledge of inventory management tools or warehouse layout planning
- Lean construction or continuous improvement experience is a plus
- Experience working with a Korean firm or organizing a system for material management is a plus

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