



Job Title: Korean Bilingual Interpreter

Job Type: Hourly, On-site

Job Location: Clarksville, TN

Job Objectives:

We are looking for an experienced and confident Interpreter to join our team. In this role, you will be responsible for interpretation for Korean executives and staff to facilitate smooth communication and ensure the successful progress and completion of the construction project.

Your duties will include:

- Provide interpretation for Korean executives and staff during construction site visits to ensure smooth communication and support efficient workflow.
- Translate documents both in Korean to English and English to Korean.
- Provide parties with clear and exact translations of written materials, and interpretations of verbal communication with no additions or omissions.
- Proofread and edit documents and reports (ensure grammar, smooth expressions).
- Coordinate meetings, sending emails to external companies or any other interested parties.
- Support and assist the Project Manager and general manager.
- Assume other responsibilities as assigned by the Company.

Your qualifications are as follows:

- Korean/English bilingual is a must (Native proficiency including writing and reading).
- No prior experience required; experience in any office or site environment is a plus.
- Strong ability to multitask and complete deadlines.
- Excellent interpersonal, collaboration, and communication skills.
- Demonstration of strong compliance to procedures and guidelines.
- Ability to work effectively in a fast paced, demanding environment with a mixed culture.
- Highly organized with exceptional attention to detail and follow-ups.
- Demonstrating a comprehensive grasp and/or high interest in the plant construction industry terminology, idiomatic expressions, and contextual usage for effective interpretation/communication.
- Having strong ownership and having a proactive attitude with a risk-managing mindset.
- Analytical thinking and demonstrated ability to solve problems.



UIBS
Clarksville, TN
hr@uibssusa.com

- Proficiency in MS Office, PDF Programs.

Desirable/Preferred Skills:

- BA/BS degree or equivalent practical experience of related field.
- Experience in manufacturing or construction projects is preferred.
- Experience with overseas or domestic EPC projects is preferred.
- International and multi-cultural experience a plus.
- Ability to work in a multi-cultural surrounding.

