



**UIBS**

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

**Job Title:** Human Resources Specialist

**Job Type:** Full Time

**Job Location:** West Columbia, South Carolina

Savannah, Georgia

LaGrange, Georgia

Auburn, Alabama

**Salary:** \$50,000 ~ \$95,000

**Job Description:**

As a Human Resources Specialist at UIBS, you will be responsible for maintaining and enhancing our workforce's integrity. This position requires strong attention to detail and a comprehensive understanding of HR practices to ensure all employment-related documentation is accurate, complete, and compliant with legal standards. You will act as a liaison between our local employees and the HR management team, facilitating accurate payroll processes, benefits administration, and compliance with employment laws. This role is key in fostering a productive and positive work environment in our company.

**Your duties will include:**

- Conduct thorough reviews of employment documentation to identify and correct any discrepancies or missing information.
- Coordinate, record, and maintain the background checks and drug screening processes to ensure compliance with company policies.
- Accurately verify, maintain, communicate, and report the records of timesheet entries, including monitoring attendance and timekeeping practices.
- Collect and submit comprehensive reports on employee status and HR activities to senior HR management.
- Manage and update records related to employee attendance, leaves, and disciplinary actions.



**UIBS**

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

- Provide support for on-site employee management and engagement initiatives.
- Stay abreast of changes in employment legislation, ensuring all practices are in alignment with local and federal laws.
- Utilize the company’s internal processes for reporting and addressing employee grievances and feedback.
- Take on additional HR responsibilities as needed, demonstrating flexibility and a proactive approach to support our team.

**Your qualifications are as follows:**

- **Fluent in Korean is highly preferred.**
- Bachelor’s degree in Human Resources, Business Administration, or related field; equivalent professional experience will also be considered.
- Minimum of 1-3 years of experience in HR or recruitment, highly prefer the experience within a manufacturing or engineering environment.
- SHRM-CP, PHR certification, or equivalent HR certification is highly preferred.
- OSHA 30, First Aid with CPR, or equivalent certification related to work safety is highly preferred.
- Proficiency in Microsoft Office programs, especially Excel, with strong computer and data management skills.
- Proven ability to prioritize tasks, manage deadlines, and adapt to changing priorities within a fast-paced environment.
- Demonstrated commitment to detail, follow-through, and a proactive approach to problem-solving.
- Strong analytical abilities and teamwork orientation.
- Exceptional communication skills, both written and verbal.

**Your benefits are as follows:**

- Medical, Dental, and Vision insurance
- Life insurance
- 401K matching
- Relocation Assistant



**UIBS**

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

- Competitive PTO days
- Paid holidays
- Floating Holidays
- Employee Recognition Programs
- Annual bonuses based on performance
- Professional Development Assistance
- Visa Sponsorship
- Complimentary office snacks and drinks
- Additional benefits



**UIBS**