



UIBS

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

Job Title: Business Administration Director (CEO Staff)

Job Type: Full-Time (on-site)

Job Location: West Columbia, South Carolina

Salary: \$100,000 ~ \$120,000

Job Description:

The Business Administration Manager (CEO Managing Partner / CEO Staff) will oversee business support functions, primarily assisting the CEO with sales, accounting, and business analysis. This role ensures smooth operations of the CEO's office and schedule, supporting UIBS USA, LLC's mission. Responsibilities include completing business administrative tasks promptly and efficiently to contribute to organizational objectives.

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Your duties will include:

- Attend meetings and keep accurate minutes and prepare for proper and timely dissemination.
- Perform detailed market trend research including researching and analyzing competitors' business models.
- Closely oversee and analyze ongoing projects and businesses to identify potential threats and problems, avoid foreseeable issues, and eliminating risks.
- Create policies and guidelines to prevent direct and indirect risks from developing.
- Develop strategic business plans for upcoming business or projects.



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- Research and analyze potential new business opportunities and develop plans accordingly.
- Execute business plans approved by CEO.
- Perform in depth investigation on issues and problems that arise and set up systems to improve.
- Compose and edit written and verbal communication; compose correspondence.
- Independently research and analyze issues and/or compile materials needed for business presentations and decision making.
- Receive, handle and secure confidential documents.
- Generate, organize and maintain electronic/paper records ensure that they are assessable as necessary.
- Research and prepare complex documents including PDF's Excel charts, graphs, & PowerPoints.
- Support office invoices and collaborate with Finance and HR Offices to provide CEO with accurate periodic financial reports including but not limited to payroll and insurance information, grant/project updates overall financial status of the organization.
- Perform other duties as required.

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Your qualifications are as follows:

- Bachelor's degree in business administration or relevant fields; equivalent experiences in accounting, business analytics, and marketing fields.
- M.B.A. degree or other master's degree in relevant fields.
- At least 5 years or more experience for Manager with managing Business Administration work.
- Have prior experience with accounting, spreadsheets (Excel), databases, file management, email and the internet and acceptable work experience in an administrative office work environment.
- Strong understanding of business development process and relevant experiences.



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- Strong understanding of business operations including accounting, human resources, logistics, and branch operations.
- Prior experiences of developing strategic planning and executions.
- Prior experiences or knowledges related to business ethics, laws, and compliances.
- Prior experiences with creating PowerPoint presentations for sales purposes.
- Ability to efficiently multitask and prioritize in a dynamic, deadline-driven environment.
- Strong analytical skills, excellent communication abilities, and team-oriented mindset.
- Fluent in Korean and English is preferred.

Your benefits are as follows:

- Medical, Dental, and Vision Insurance (Family included, 100% contribution by UIBS)
- Life Insurance (100% contribution by UIBS)
- 401K Matching, 5%
- Relocation Assistant (Up to \$3,000)
- Accrual Base PTO Days (15 days or more)
- 10 Paid Holidays
- Annual Performance Bonus
- Visa Sponsorship