



**UIBS**

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

**Job Title:** Construction Admin  
**Job Type:** On-site, Exempt, Salary  
**Job Location:** Clarksville, TN

### **Job Objectives**

We are looking for a detail-oriented and proactive Construction Admin to join our team. In this role, you will assist with a wide range of project management tasks, including project scheduling, document control, and general administrative support. This position is ideal for candidates with strong organizational skills and experience in similar roles.

### **Your duties will include:**

- Provide comprehensive support for all project management tasks, including managing schedules, handling documentation, and coordinating communications
- Support daily operations, ensuring that leadership objectives are met, and tasks are completed efficiently
- Facilitate effective communication in both English and Korean, enabling seamless interactions with team members and stakeholders
- Collaborate with team members to ensure all administrative and operational tasks are aligned with project goals
- Perform cost estimates review and bid solicitations to support project planning and execution.
- Research regulatory information and options as required to ensure compliance and informed decision-making
- Review critical documents such as invoices, change orders, and submittal from subcontractors to ensure accuracy
- Negotiate with subcontractors and vendors to cover all aspects of the project scope effectively
- Assist in preparing various reports that contribute to the successful management and oversight of the project



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- Communicate effectively with clients and subcontractors to maintain clarity and alignment on project requirements

**Your qualifications are as follows:**

- Korean/English bilingual is a must (Native proficiency including writing and reading)
- 3-7 Years of experience required in related field
- Excellent interpersonal, collaboration, and communication skills
- Knowledge and understanding of construction projects, basic accounting, and scheduling
- Experiences of construction projects involving local contractors including working
- Excellent interpersonal skills and ability to work in team environment supporting Construction Project Manager and overall project team
- Experiences with Bluebeam, Primavera P6, and MS Office
- Good analytical skills and ability to work in a team environment
- Structured thinking and understanding
- Consistently approaches work with a positive and constructive attitude

**Your benefits are as follows:**

- Medical, Dental, and Vision insurance
- 401K matching
- PTO
- Paid holidays