



UIBS

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

Job Title: Construction Project Specialist

Job Type: On-site, Exempt, Salary

Job Location: Clarksville, TN

Job Objectives

We are seeking a highly organized and motivated Construction Project Specialist to join our team. In this role, you will play a key part in ensuring the success of our construction projects by handling essential tasks such as document management, project coordination, and providing administrative support to the site organization. This position is perfect for candidates with excellent attention to detail, strong communication skills, and a background in construction or similar industries.

Your duties will include:

- Collect and register all technical documents such as drawings, RFI, submittals, change orders, various reports, QA/QC documents, vendor and contractor related documents, and other related items
- Responsible for administrative commercial, financial, local matters and administration of the site office and any other non-technical matters
- Develop and implement policies and procedures to improve operations and functions of the team
- Review and update documents for maintenance and quality control
- Scan and upload documents according to company procedure
- Create templates for use by the team
- Handle records across various departments
- Maintain confidentiality regarding sensitive documents
- Establish and maintain record retention timeline
- Carry out day to day operations of the site office
- Responsible for routine purchases of the company such as stationery, paper, and other periodic items



UIBS

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

- Procure and prepare transportation and business trips
- Take on additional Project Specialist / General Affairs responsibilities as needed, demonstrating flexibility and a proactive approach to support our team

Your qualifications are as follows:

- Bachelor Degree in Architecture, Construction, Engineering, or related field
- 1-3 years of experience in Construction or related field
- Knowledge and understanding of construction projects, general affairs, and business administration
- Excellent interpersonal skills and ability to work in team environment
- Experience in general affairs or administration field is preferred
- Strong experiences with MS Office, experiences with Bluebeam, Primavera are plus
- Good analytical skills and ability to work in a team environment
- Excellent verbal/written communication and interpersonal skills
- Korean bilingual is required

Your benefits are as follows:

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