



Job Title: Project Controller (Bilingual – Korean/English)

Job Type: Full-Time, on-site, exempt

Job Location: Taylor, TX

Job Description:

UIBS USA is looking for a Bilingual Project Controller to support the execution of a major construction project in Taylor, TX. This role provides coordination between engineering, procurement, construction, and external stakeholders, including contractors, consultants, vendors, and government agencies. The ideal candidate will play a key role in communication, document control, reporting, and field-level coordination—while also providing Korean-English translation and interpretation to support a multinational project team.

Your duties will include:

- Manage daily general affairs operations, including on-site and off-site errands
- Coordinate VIP visits and facilitate interdepartmental meetings and communication
- Prepare and compile reports for internal and external stakeholders
- Plan, lease, purchase, and manage semi-permanent company assets
- Oversee procurement, vendor relations, and invoice processing for services and utilities
- Organize accommodation and transportation for staff and expatriates
- Maintain inventory and budget control for office supplies
- Plan and support office activities, events, and environmental initiatives
- Ensure the site complies with safety, health, and environmental standards



- Perform general HR and administrative support tasks as needed
- Take on other responsibilities as assigned

Your qualifications are as follows:

- Must be legally authorized to work in the U.S. (no visa sponsorship available)
- Fluent in Korean and English (written and verbal) at native/professional level
- Bachelor's degree in a relevant field (engineering background preferred but not required)
- Minimum of 3 years' experience in an office or construction site environment
- Strong multitasking and time management skills under tight deadlines
- Excellent interpersonal, cross-cultural communication, and collaboration skills
- Detail-oriented with strong document and data management abilities
- Familiarity with construction project terminology and communication styles
- Strong ownership, accountability, and proactive problem-solving mindset
- Proficiency in Microsoft Office (Excel, Word, PowerPoint) and Adobe PDF
- Experience using Trimble or other document control systems is a plus

Desirable/Preferred Skills:

- Experience in construction project controls, forecasting, or scheduling
- Experience with semiconductor, industrial, or EPC (Engineering, Procurement, Construction) projects



UIBS
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- Knowledge of Korean corporate culture and international/multinational project settings
- 3+ years of relevant experience in a Korean company or construction interpretation



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