



**Job Title:** GA Admin

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

**Job Location:** Taylor, TX

**Job Description:**

We are seeking a proactive and detail-oriented GA Admin to support one of our major construction projects in Taylor, TX. This role is essential for ensuring the smooth operation of on-site administrative, commercial, and logistical functions—including facilities, office operations, accommodation, catering, and transportation. You will act as the central point of coordination for field operations, ensuring internal efficiency and compliance with environmental and safety standards.

**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)
- BA/BS degree or equivalent professional experience
- 2+ years of experience in general affairs, logistics, HR, or office administration
- Bilingual proficiency in Korean and English (reading, writing, speaking)
- Skilled in operating office equipment and motor vehicles
- Strong physical capacity (able to lift up to 50 lbs. and move light equipment)
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint, Publisher)
- Strong communication, organizational, and multitasking abilities
- Reliable attendance and a solution-oriented work style
- Comfortable with overtime or weekend work when required
- Able to commute to the Taylor, TX project site

**Desirable/Preferred Skills:**

- Experience with large-scale industrial construction projects (>\$50M)
- Understanding of U.S. construction site workflows, especially in general affairs and accounting
- Familiarity with Korean corporate culture and multi-national project teams
- Exposure to construction-related housing, transportation, and logistics operations
- International/multicultural work experience