



**Job Title:** General Affairs

**Job Type:** Full Time

**Job Location:** Clarksville, TN

**Job Description:**

The GA (General Affairs) position is responsible for providing on-site bilingual interpretation (Korean-English) while supporting site-level personnel management and administrative coordination. This role plays a key part in bridging communication between Korean managers and local workers, ensuring smooth daily operations.

**Your duties will include:**

- Manage daily general affairs operations and execute on-site and off-site administrative errands.
- Provide real-time interpretation between Korean and English for managers, engineers, and labor teams
- Plan, procure, lease, and manage semi-permanent company assets.
- Maintain inventory and conduct routine purchasing of office supplies and other necessities.
- Manage vendor relationships, verify invoices, and oversee timely payments of utilities and service fees.
- Perform site HR-related duties and additional administrative responsibilities as needed.
- Assist with onboarding and coordination for subcontractor staff
- Handle general administrative duties such as filing, reports, and internal communication.
- Submit routine reports as directed by the Field Administration Manager.
- Take on additional tasks as assigned by the company.



**Your qualifications are as follows:**

- Bachelor's degree or equivalent experience in business, administration, legal affairs, or human resources.
- 0-2 years of relevant experience.
- Proficient in both Korean and English (speaking, writing, reading).
- Skilled in using Microsoft Office (Word, Excel, Outlook, Publisher, PowerPoint) and database programs.
- Strong ability to work independently and handle procedural decision-making.
- Capable of lifting up to 50 lbs and moving light objects.
- Reliable attendance and strong communication skills.
- Excellent time management, problem-solving, and organizational skills.
- Ability to multitask and prioritize responsibilities under pressure.
- Ability to efficiently multitask and prioritize in a dynamic, deadline-driven environment
- Strong analytical skills, excellent communication abilities, and a team-oriented mindset
- Constructive attitude with openness to feedback.
- Proven supervisory and interpersonal abilities.

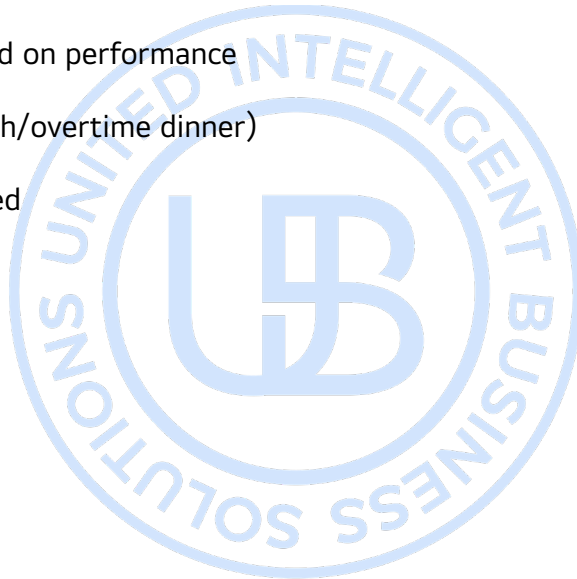
**Your benefits are as follows:**

- Visa Sponsorship
- Medical, Dental, and Vision insurance
- Life insurance



**UIBS**  
Clarksville, TN  
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- 401K matching
- Relocation Assistant
- PTO
- Paid holidays
- Annual bonuses based on performance
- Meals provided (Lunch/overtime dinner)
- Mobile Phone provided



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