

We are looking for an experienced Project Manager/ Project Surveyor to join our team in our new office in Sway.

**A person with exacting standards and an eye for detail, you will be responsible for:**

- Managing the planning, coordination and financial details of construction projects from conception to completion
- Proactively manage the building contract and ensure compliance with the contract terms and conditions, preparing and issuing contract notices for payment, delays, instructions etc.
- Oversee the performance of projects to ensure they are completed to the specification, programme, delivered on time and to budget
- Appoint contractors and suppliers and ensure a good working relationship between client and contractors.
- Ensure health and safety policies are adhered to on all sites.
- Review costs and valuations.
- Issuing contract instructions and variations.
- Producing tendering documents, evaluating and reporting.
- Attend site project meetings and update clients in relation to progress and budget.
- Cost planning and value engineering.

**Essential Skills:**

- Proven experience in project management within the construction industry, ideally within the residential, commercial and educational sectors.
- Experience managing projects from conception to completion.
- Strong IT skills, able to use Microsoft packages.
- Knowledge of CDM and Building Regulations.
- Strong knowledge of construction processes and exposure to a range of project types.
- Excellent client facing and interpersonal skills.
- Preferably MRICS qualified, but not essential

This is a varied role, therefore we welcome applications from quantity surveyors, contract managers, project surveyors and project managers who can hit the ground running.

If you would like to apply for the role, please email a covering letter and CV to: [info@tuakana.co.uk](mailto:info@tuakana.co.uk)