

GRADUATE EMPLOYER'S AGENT



CONTRACT TYPE:	FULL TIME / PERMANENT (subject to probationary period)
WORKING HOURS:	37 HOURS
OFFICE LOCATION:	RPA OFFICE CARDIFF / SWANSEA / BRISTOL
SALARY:	2+ YRS EXPERIENCE £28K - £32K

RPA

RPA is a dynamic and growing firm with offices in Cardiff, Bristol and Swansea, offering specialist quantity surveying and commercial management services. We are currently seeking Employer's Agents to join our team due to ongoing contract awards and expansion.

ROLE OVERVIEW

RPA are looking for a Graduate Employer's Agent to join our ever growing team. Our extensive portfolio of projects and clients covers many sectors ensuring a varied and interesting pipeline of work.

As a Graduate Employers Agent, you will work closely with senior team members managing construction projects from inception to completion, ensuring that they are delivered on time, within budget, and to the highest quality standards. This is an excellent opportunity to further develop your skills and grow your career in a supportive and professional environment.

KEY RESPONSIBILITIES

- **Project Management:** Assist in the delivery of construction projects, ensuring they meet the client's objectives and requirements. You will be involved in all stages of the project, from planning to completion.
- **Contract Administration:** Support in the preparation, review, and negotiation of construction contracts, ensuring all necessary documentation is in place and compliant with legal standards.
- **Cost Management:** Monitor project budgets and assist in cost control measures to ensure efficient use of resources, delivering value for money.
- **Client Liaison:** Build strong relationships with clients, providing regular updates on project progress and addressing any concerns or issues that may arise.
- **Feasibility Studies:** Help conduct feasibility studies to assess the viability of proposed projects, including preparing cost estimates and identifying potential risks.
- **Quality Assurance:** Support efforts to ensure that all projects meet required quality standards, adhering to industry regulations and best practices.
- **Risk Management:** Assist in identifying and managing project risks, ensuring effective strategies are implemented to mitigate potential challenges.
- **Team Coordination:** Work closely with project teams, including architects, engineers, contractors, and other key stakeholders, to ensure smooth project coordination and successful outcomes.
- **Reporting:** Contribute to the preparation of detailed project reports for clients and senior management, highlighting progress, challenges, and proposed solutions.

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REQUIRED SKILLS & QUALIFICATIONS

- A degree in Quantity Surveying or a related field.
- 2+ years of relevant work experience, ideally gained through internships, placements or graduate roles.
- Some understanding of cost management processes and construction methodologies.
- Strong communication skills to liaise effectively with clients, contractors, and stakeholders.
- Proficiency in relevant software such as MS Excel, Word and cost estimating tools.
- A proactive and detail-oriented approach to work.
- An enthusiasm for learning and professional development, with a drive to grow within the industry.
- Familiarity with health and safety regulations and procedures in the construction sector.
- Strong analytical and problem-solving abilities, with a keen attention to detail.
- Ability to work effectively under pressure and manage multiple projects simultaneously.

DESIRABLE

- Progress towards RICS accreditation or a desire to achieve it.
- Knowledge of contracts such as JCT and NEC.

WHAT WE OFFER

- Competitive salary and benefits package.
- Full support and mentoring towards your APC qualification to help you achieve chartered status.
- Opportunities for further professional development and training.
- Mentoring from experienced professionals to support your career progression.
- Be part of an evolving and team driven environment.

MORE INFORMATION

0845 602 2780

WWW.RPAGROUP.CO.UK