



Graduate / Project Surveyor

Location: Cardiff (Primary office base)

Position: Permanent, Full Time

Salary: £35,000 - £45,000

Role

RPA Group Limited, headquartered in Cardiff, is expanding its services and seeking a Graduate / Project Surveyor. This is an exciting, permanent, full-time role offering development opportunities and potential for career progression within a dynamic and ambitious construction consultancy.

Key Responsibilities

- Assist in the deliver of construction projects, ensuring they meet client objectives, requirements, and agreed timescales.
- Support the preparation and administration of contracts, ensuring all relevant documentation is accurate, complete, and compliant with contractual requirements.
- Assist with the management of client relationships, maintaining effective communication and providing support throughout the project lifecycle.
- Monitor project budgets and costs, assisting with cost control measures to ensure efficient use of resources and value for money.
- Develop strong working relationships with clients, contractors, consultants, and other key stakeholders, providing regular updates on project progress and assisting in revolving any issues that arise.
- Assist in the preparation of project reports for clients and senior management, highlighting progress, key risks, challenges, and proposed solutions.
- Develop knowledge and experience across all aspects of project and quantity surveying, including cost management, contract administration, procurement, and project delivery.

About You

Essential:

- A degree in Quantity Surveying or related field, with a minimum of 3 years relevant experience in a the construction or property sector
- An understanding of cost management principles and construction methodologies.
- Strong communication and interpersonal skills, with the ability to liaise effectively with clients, contractors, and other stakeholders.
- Good proficiency in Microsoft Excel and Word, with an ability to learn and use relevant cost management and estimating software.
- A proactive, organised, and detail oriented approach to work.
- Strong analytical and problem solving skills, with a willingness to learn and develop.
- The ability to work effectively under pressure, manage priorities, and contribute to multiple projects.
- An enthusiasm for professional development and genuine desire to build a successful career within the surveying and construction industry.
- An awareness of health and safety regulation and procedures within the construction sector.
- A full driving licence and access to a vehicle.

Desirable:

- Progress towards RICS accreditation, or a desire to work towards RICS membership.
- Knowledge or experience of construction contracts, particularly JCT and NEC.
- Previous experience within a quantity surveying, project surveying, or commercial role.

What We Offer

- Role within a well-established and growing consultancy.
- Supportive leadership and a strong team culture.
- Competitive salary, benefits, and clear progression opportunities.
- Full support and mentoring towards your APC qualification to help you achieve chartered status.

How to Apply

To apply, please submit your CV and a brief covering statement outlining your suitability for the role to [**danielle.jenkins@rpagroup.co.uk**](mailto:danielle.jenkins@rpagroup.co.uk)