

Project Quantity Surveyor - Cornwall Permanent | Full-Time

Are you a Project Quantity Surveyor ready to work on high-end, design-led construction projects in Cornwall?

Due to continued growth, we are seeking a Project Quantity Surveyor to join our collaborative Construction Management team. You will play a key role in delivering regionally significant schemes, typically valued at £5m+, across one of the UK's most desirable coastal locations.

This permanent, full-time position offers the opportunity to work across multiple projects, taking ownership of commercial management activities from procurement through to final account. You will ensure effective cost control, contractual compliance, and commercial performance while supporting project delivery teams throughout the construction lifecycle.

Key Responsibilities

- Manage the commercial function throughout the project lifecycle.
- Build and maintain strong relationships with clients, trade contractors, consultants, and internal teams.
- Lead tender processes, contract negotiations, and trade contractor procurement activities.
- Undertake contract administration duties for specific work packages under the direction of the Quantity Surveyor, covering both main contracts/construction management appointments and trade contracts, including:
 - Drafting contracts and contract documentation.
 - Administering payment provisions.
 - Issuing certificates as required under the relevant form of contract.
 - Managing change control procedures.
 - Assessing and administering extensions of time (EOT) and loss and expense claims where appropriate.
- Manage trade contractor accounts, valuations, variations, and final accounts.
- Prepare accurate monthly cost and value reports for senior management.
- Produce and submit applications for payment in accordance with contractual requirements.
- Monitor project costs, cash flow, and financial forecasts.
- Manage change control processes and ensure contractual obligations are met.
- Identify and mitigate commercial risks, contributing to successful project delivery.
- Assist with estimating and cost planning activities, including Order of Cost Estimates (OCEs), formal cost plans, and Bills of Quantities.
- Undertake any other duties, training, or responsibilities reasonably required and consistent with the level of the role.

Requirements

- Excellent verbal and written communication skills, with the ability to build effective relationships with colleagues, clients, contractors, and stakeholders.
- Strong IT skills, including proficiency in Microsoft Office (Word, Excel, and Outlook), Powerproject, CATO.



- Ability to work under pressure and meet deadlines while maintaining a positive and professional approach.
- Ability to work independently and manage tasks through to completion within established procedures and agreed parameters.
- Relevant construction industry experience within a Quantity Surveying or commercial management role.
- Proactive, motivated, and eager to develop within a growing and entrepreneurial business.
- Full UK Driving Licence (Essential).

Desirable

- Ideally working towards, or holding, a Bachelor's degree in Quantity Surveying, Construction Management, or a related discipline.
- Experience working on commercial, residential, hospitality, or mixed-use projects.
- Familiarity with Construction Management procurement and contract administration.
- Knowledge of JCT forms of contract and associated commercial processes.
- Experience with cost planning, estimating, and procurement activities.
- Understanding of project programming and construction sequencing.
- Awareness of construction health and safety requirements, including CDM regulations.

What's On Offer

- Competitive salary reviewed annually.
- Performance related bonus.
- Company pension scheme.
- Professional development, training, and support towards relevant qualifications (i.e. RICS).
- Career progression opportunities, with the ability to take on greater responsibilities as the business grows.
- Opportunity to work on a diverse portfolio of commercial, residential, and mixed-use developments across the South West.
- Collaborative, supportive, and entrepreneurial culture where your ideas and contributions are valued.
- Car allowance, with reimbursable business mileage.
- The opportunity to genuinely influence the direction and success of a growing business.
- 25 days annual leave, plus bank holidays.
- As the business continues to grow, exceptional performance will be recognised through increased responsibility, leadership opportunities, and the potential to participate in long-term incentive arrangements.

Our Commitment to Inclusive Recruitment

We are an equal opportunities employer and welcome applications from all backgrounds. We actively promote good practice in eliminating discrimination in all forms through fair and inclusive recruitment processes. We are committed to building a diverse workforce and ensuring that every candidate is treated with respect and dignity. If you require any adjustments during the recruitment process, please let us know

To apply, please email Covering Letter/CV to Joe: jalford@weareease.com



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