

## Quality Control Inspector

Prime Property Group is one of the fastest growing companies in the property market of Cyprus, offering its customers various services such as real estate sales, leasing, management, construction and other related services. Prime Property Group is willing to enlarge its internal staff and is currently looking for a Quality Control Inspector.

### Main tasks and responsibilities:

- Ensure the implementation of quality control system and company procedures;
- Improvement of the efficiency of the work of contractors and subcontractors, according to company Method Statements and procedures / acceptance criteria / tolerances;
- Ensure that Construction Works followed up with the latest drawings;
- Checklists completion through Quality Software according to Inspection Register of the Project and Inspection Stages;
- Preparation of the necessary reporting to the Quality Managers (Bi-Weekly Photos Progress Report with mainly quality issues on sites, Bi-Weekly update of Inspections Register of the Project, Observations Report);
- Quality control of construction projects and daily Pre-Inspections, Inspections and supervision;
- Participation to the Snagging / Handover process of the projects and assist Quality Managers;
- Reporting immediately any Construction violations to Quality Managers;
- Assist Quality Managers for Quality control matters and Technical improvement;
- Follow up Quality Meetings with Quality Managers and Head of Quality Department

### Requirements for the position:

- Civil Engineer degree
- Similar experience in the construction industry for at least 1-2 years
- Fluency in written and spoken in Greek and English is a must
- Great character, responsible and trustworthy person
- Easy learning person
- Ambitious and multiskilled person
- Multitask person
- Attention to detail
- Hand / eye coordination
- Reporting skills
- Excellent Microsoft Office interaction and knowledge
- Computer skills and Excellent interaction with Software
- AutoCAD knowledge
- Liaising with any construction software (PlanRadar, ProCore, PlanGrid, Viwepoint...etc) will be considered as benefit
- Knowledge of construction norms and rules

### What do we offer?

- Young, dynamic and friendly working environment
- Fast growing company with potential career perspectives
- Interesting and challenging daily tasks within the accounting department
- Comfortable and prestigious office

Interested candidates are kindly requested to submit their CVs to [hr@prime-property.com](mailto:hr@prime-property.com)

Please note, that all CVs and any other personal Data sent to **Prime Property Group** are kept secured and confidential and will only be processed and/or stored for the purpose of potentially offering employment. CVs and Personal data of successful candidates will be stored in our system for as long as the process of selection lasts. CVs and Personal data of candidates that are not successful or do not make it through our selection process, will not be stored or processed further and will be erased after a period of 6 months, unless the candidate provides us with an explicit consent allowing us to further store his/her Personal data in our system always in accordance with Personal Data Protection laws.

For further information, please visit our website: <https://www.prime-property.com/>