

QUALITY ASSURANCE MANAGER

Paphos

About Us

INEX is a real estate development company delivering high-quality residential and commercial projects in Paphos, Cyprus. We are committed to excellence in design, engineering, and construction execution. We are looking for a dedicated **Quality Assurance Manager** to ensure that all works on site meet our high standards of quality and precision.

Role Overview

The **Quality Assurance Manager** will be responsible for overseeing the quality of construction works, ensuring compliance with approved design documentation and best industry practices. The role involves close collaboration with contractors, installers, decorators, and subcontractors, as well as regular reporting to the Project Manager.

Key Responsibilities

- **Quality Control:** Inspect and verify that all executed works comply with the latest approved design documentation and quality standards.
- **Documentation Management:** Ensure that all contractors, installers, and subcontractors on site are working with the most up-to-date design and technical documentation.
- **Technical Guidance:** Provide support and clarification to contractors/subcontractors when technical issues arise related to design interpretation or construction methods.
- **Problem-Solving:** Propose practical and effective technological solutions for materials application and construction challenges.
- **Hidden Works Verification:** Ensure that all works to be covered by subsequent layers (hidden works) are inspected, tested, and documented before proceeding.
- **Inspection Planning:** Schedule and oversee all necessary inspections, tests, and witness points as per the project plan.
- **Reporting:** Prepare **weekly quality reports** for the Project Manager, outlining project status, quality observations, and issues requiring attention.
- **Digital Tools:** Use quality management and control software (e.g., PlanRadar or equivalent) for issue tracking, inspections, and documentation.

Requirements

- **Education:** University degree in **Architecture or Civil Engineering**.
- **Experience:** Minimum of **3 years' experience** in quality control/assurance roles in construction or related fields.
- **Technical Expertise:** Strong knowledge of construction processes, materials, and best practices.

- **Software Skills:** Familiarity with quality management platforms (PlanRadar or similar).
- **Languages:** Strong spoken and written English (Russian and / or Greek is an advantage).
- Strong attention to detail and ability to work both independently and as part of a multidisciplinary team.

Compensation

- Competitive salary package based on qualifications and experience.
- Performance-related bonuses based on quality and project milestones.
- Opportunities for professional development within a growing organization.
- 21 days paid vacation days per year
- 40 working hours paid sick leave days per year
- Public holiday in accordance with the Cyprus Public Holiday list