



CLARUM HOMES

PO Box 60970 Palo Alto, CA 94306  
PH 650-322-7069 | FAX 650-322-4550

## LETTER FROM CLARUM HOMES PRESIDENT, JOHN SUPPES:

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*“We are looking for a Project Manager who thrives on growth, variety, and challenges. The perfect candidate shares our passion for sustainable construction practices, and is excited to jump in and make a positive influence in our company and our clients from day one. You will thrive in this position if you are authentic, communicative, and can “Bat 300” on a daily basis.*

*The primary role for the Project Manager position is ensuring that all aspects of your construction projects run smoothly. You’ll be managing schedules and contracts, driving construction progress, and keeping your clients up to date every step of the way. This is a very “hands on” position.*

*The right candidate enjoys planning complex projects, managing multiple moving parts and sub-contractors, and communicating complex information simply and effectively. You take pride in being incredibly organized and keeping projects on time and on budget – you aren’t afraid of difficult conversations with clients who want changes.*

*Clarum lives and breathes construction innovation and is committed to transforming the way homes are built. We strive to be the absolute best in our class, and are looking for a Project Manager that shares our ambition to lead California’s market of custom Passive Home, LEED certified, and high performance home builders.*

*Our people are the engine that drives our success. At Clarum, you’ll experience an amazing, team-oriented environment that places high value on the person as well as the position. If you’re looking for a long-term relationship that fosters every-day innovation, let’s talk.”*

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## ABOUT CLARUM HOMES

Clarum Homes has a relentless commitment to leading the way in custom high-performance home building. We take great pride in a building process that's enjoyable for everyone involved – this means providing customer service that is as exceptional as the homes we build. We want their experience to be one of engagement, excitement, and enthusiasm.

To uphold our vision, Clarum hires A-players who are passionate about their position and invested in our company as a whole. We empower people to make great decisions, build sustainable relationships, grow their leadership skills, and live innovation.

Clarum understands that our growth and success stem directly from our people. That's why we work to create a healthy, positive culture for our employees. We strive to bring out the best in everyone who works for us, day in and day out. Our people work together as a team to support and fulfill our Mission and Values.

## LIVE THE CLARUM VALUES

Clarum team members uphold our core values every day. We don't just give lip-service to them or have them posted in a notebook gathering dust. Our entire team lives, breathes, and believes in our core tenants. Every decision we make aligns with our values and supports the company's mission:

### **Transforming the Way You Live.**

**Live Innovation:** We live on the cutting edge of custom home building. We bring innovative ideas and practices to our clients, to our processes, and to our internal culture. We are constantly challenging conventional practices and lead the industry in our pursuit of Passive Home, LEED-certified, and high performance construction practices.

**Create Healthy Environments:** Clarum believes that healthy environments are essential for living your best. While this relates directly to the healthy homes that we create for our clients, it also refers to our ongoing goal of creating the best work environment possible for all of our team members.

**Transform Home Building:** Clarum Homes leads the way in Passive Home, LEED-certified, and high performance home building. We blend unsurpassed energy-efficient technology and sustainable building materials with homes that are gorgeously designed, healthy for occupants, and amazingly comfortable. We strive to shape the future of custom home building every day.

**Be Transparent and Authentic:** We value knowledgeable, highly-qualified teams who approach every construction project with exceptional client service, ongoing communication, and great listening skills. This means being honest and forthright about what is happening in every construction project with our clients, our team, and our sub-contractors.

## ARE YOU THE IDEAL CANDIDATE FOR OUR PROJECT MANAGER POSITION?

Clarum Homes is hiring an experienced residential construction project manager who has a thorough understanding of and experience with sustainable home building practices. The right candidate for this position thrives in an environment where they can do it all: from high-level pricing and planning to day-to-day task management.

We're hiring a great candidate who likes to roll up their sleeves and get the job done right. The ideal person will enthusiastically answer "yes" to the following:

- Do you have the knowledge and understanding of all facets of budgeting, permitting, and contracting for residential construction projects?
- Can you work directly with clients to set expectations, communicate progress, and serve as their point of contact throughout the project?
- Are you a highly-organized, exceedingly-detailed individual who can manage multiple custom home construction projects at once?
- Do you enjoy working in a collaborative environment where you're expected to contribute top-notch ideas and add value to the company?
- Can you contribute to an environment oriented to transparency, authenticity, and cohesive team effort?
- Do you want to work at a growing custom home building firm that's unlike any other?

Your qualifications for the Clarum Project Manager position include:

- Minimum of 5 years of specific project management in the construction industry with estimating and buy-out experience on custom home projects.
- Working knowledge of construction contracts and Scopes of Work.
- Skills in reading, analyzing, and interpreting construction documents and drawings.
- Ability to manage multiple custom home construction projects simultaneously.



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- Working knowledge or interest in learning about Passive Homes, LEED for Homes, and high performance construction.
- Must be proficient in Word, Outlook, Excel, and Adobe with a full range of computer literacy.

Your responsibilities as a Clarum Project Manager will include:

- Oversee the contract bidding process by preparing bid lists for each project, developing scopes of work, and specifications for bid packages.
- Coordinate the distribution of plans and bid packages to subcontractors.
- Assist with the qualification of subcontractors and negotiation of contracts.
- Develop and update budget estimates by setting up probable cost spreadsheets for all new projects.
- Obtain preliminary pricing for labor and material resources; assist with negotiating best prices with subcontractors.
- Prepare and maintain records related to blue prints, permit approvals, contracts, delay notices, and change orders.
- Meet regularly with clients to ensure understanding of project trajectory and progress, communicate pricing and cost fluctuations, understand client needs, and promote a transparency and authenticity in that relationship.
- Ensure selections notifications, change orders, and purchase orders are communicated and executed in a timely manner.
- Provide ongoing field support to project Superintendents with ongoing job-related correspondence and communication.

To apply, please use our online form at [www.clarum.com/careercenter](http://www.clarum.com/careercenter) to submit your cover letter, resume, and references. No phone calls or visits please.