CLARIS
ARCHITECTS · ENGINEERS · BUILDERS

NOW HIRING · CONSTRUCTION TEAM

Project Manager

Own the whole project, with the design team down the hall and a playbook that is already built.

WHY THIS ROLE IS DIFFERENT HERE

01
Design is in the building

The architects and engineers who drew it are in the next office. RFIs move fast, and most design-driven change orders never happen. No finger-pointing, no conflict — just one team.

02
Real ownership

You lead buyout, schedule, budget, and the client relationship, from project hand-off through closeout.

03
A clear playbook

Documented PM requirements plus templates for scopes, buyout logs, delay logs, and submittals, run on Procore and Premier.

WHAT YOU WILL DO

- Build and update the master schedule with your Superintendent
- Write scopes of work, level bids, and issue subcontracts
- Manage the budget and bill accurately every month
- Run owner meetings and own the submittal process
- Train and mentor assistant PMs and interns

YOU WILL THRIVE HERE IF

- You want to know the plans inside and out
- You like being the client's main point of contact
- You document everything: what, who, and when
- You see your Superintendent as a partner, with weekly PM/Super meetings

"Managing projects at Claris is incredibly rewarding because everyone on the team is fully invested in the process, and it shows in everything we build."

Josh Chavez, Assistant Project Manager

FIELD KIT

Vehicle, cell phone, and iPad (or reimbursement)

Inc. Best Workplaces

Named an Inc. Best Workplace

100% employer-paid health premiums · 401(k) with employer contribution · merit awards · 98% retention

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