



Project Consultant Job Description

Company Overview:

HomeWrights is a specialized custom home building service in the metro Denver area. Our unique owner-builder model guides clients through the process of acting as a general contractor to build their own home. HomeWrights is one of the only owner-builder general contractors in the State of Colorado and has completed over 300 homes in 15 years. We are currently expanding and are seeking a talented and qualified individual to grow with us.

Position Overview:

The HomeWrights Project Consultant (PC) will work closely with clients to support their custom home building project from initial planning to move-in. The PC will create detailed project estimates, project timelines, and use other tools to help clients build their own custom home. The PC will assist the client in navigating the complex custom home building industry, including permits, architects and engineers, subcontractors, and suppliers. The PC also provides regular onsite project support to track progress, troubleshoot and forecast achievable project milestones with clients. HomeWrights clients generally have little experience building custom homes. The PC must be able to work with our diverse clientele and be able to inspire confidence in our clients to be effective in the custom home building process. This is a fast-paced and challenging work environment where the PC must balance the needs of the project with the personalities of the clients and subcontractors. With our help, clients are challenged and empowered to feel they can successfully build a custom home on the same level as any custom home builder in the region.

General Responsibilities:

- Facilitate orientation sessions with clients
- Prepare detailed project estimates using Excel
- Create detailed project sequences and timelines
- Work with clients to solicit and review quotes from subcontractors
- Establish and maintain good business relationships, representing Homewrights
- Meet with clients onsite to provide project support, including but not limited to:
 - foresee potential issues and help clients take steps to correct before problems arise
 - trouble-shoot problems
 - communicate with subcontractors
 - navigate and adjust project timelines and horizons with clients



- explain construction basics to facilitate general understanding of the building process
- help clients make informed decisions based on cost, timing, and ROI
- Maintain organized records, office space and materials
- Attend and contribute to weekly staff meetings
- Other duties as assigned

Required Qualifications:

- 5+ years of construction related experience; up to 2 years relevant college level coursework may substitute
- 2+ years of management experience
- Excellent communication skills, verbal and written
- Demonstrated problem-solving skills
- Attention to detail and strong organization, multi-tasking, and planning skills
- Dedication to professionalism and a high ethical standard
- Enthusiasm for providing excellent customer service and working with a variety of people
- Excellent computer skills in Microsoft Word, Outlook, Excel, shared file systems, and email
- Clean driving record and reliable vehicle

Preferred Qualifications:

- Custom home building experience
- Leadership experience
- Customer service experience
- Proficiency creating construction project estimates
- Excellent persuasion and listening skills

Compensation: Commensurate with Experience

Benefits: Paid Mileage, Paid vacation, fun work environment =)

To apply send Resume and Cover Letter to: info@homewrights.com

Attn: Bob