

Vice President Operations

REPORTS TO: President

OBJECTIVE: Key member of the executive team, responsible for overseeing and managing the day-to-day operations of the company. Speed and Alignment of the internal operations of Sales department, Purchasing department and Construction. VP Operations leads project teams, develops strategic operational goals, and implements systems to drive performance, efficiency and profitability.

RESPONSIBILITIES:

General:

1. Provide strategic direction and leadership for all operations departments across the company.
2. Oversee project management process and teams to ensure successful planning, execution and delivery.
3. Develop and monitor KPI's to ensure operational efficiency in sales, purchasing and construction.
4. Collaborate with Sales, purchasing, and construction and executive leadership to align operational goals with company objectives.
5. Implement and manage direct reports on standards, systems, processes and best practices.
6. Lead initiatives for continuous improvement in scheduling, budgeting and sales.
7. Manage risk, ensure regulatory compliance, uphold safety protocols and drive quality.
8. Lead and drive training initiatives for staff and team development.
9. Keep the backlog report up to date and send it to team weekly.
10. Assess the viability and profitability of new projects for the company, meeting margin minimum requirements and process.
11. Build and maintain relationships with key clients, vendors and trade partners.

12. Participate in high-level contract negotiations, disputes resolutions, and client presentations.
13. Direct and participate in departmental meetings.
14. Works with Purchasing Manager monthly to report on cost variances and areas for needed improvement.
15. Final review of all project budgets prior to sending for President signature and Client presentation.
16. Works with purchasing manager to establish and maintain a standard and upgrade catalog of products for the design center.
17. Works with the Purchasing Manager to establish manufacture rebate programs and terms and conditions with new trade partners/Vendors.
18. Is a member of the leadership team at Yoder Homes and buys into the values set forth.

Profitability:

1. Spends the appropriate time each week focused on process and bottom-line improvement with the business plan objectives in mind.
2. Responsible for scheduling and running post-closing scrub meetings to review the project performance and report to team members areas of need for improvement.
3. Looks for ways to create efficiency using BuilderTrend as the main tool for our operations information.
4. Works closely with the Construction Operations Manager to refine both preconstruction processes and construction processes. Links, back-office functions to construction schedules as needed.
5. Works to create a production-minded process internally that can be sold as a custom process to our target market creating the ultimate efficiency and profits.

Team Member Management:

1. Performs employee reviews in accordance with the employee handbook and policies of YH.
2. Promotes an environment of open communication and creative thinking with all.
3. Mentors team members to growth their abilities and desires within the organization.
4. Simplifies employee processes and policies to promote efficiency in direct departments.
5. Helps to set smart language goals with employees that can be measurable for bonus compensation and reward.
6. Promotes a culture of accountability within the framework of TEAM.

Administration:

1. Become a BuilderTrend Expert- BuilderTrend Certified
2. Assist in establishing and maintaining the database
3. Create simplified reports that keep operations aligned with goals and directives of the business plan.

Self Development:

1. Understand the overall Vision, core business, core values and goals of YH and clearly communicate that to your team members.
2. Achieve good work habits that include:
 - Attention to detail
 - Self-starting
 - Planning
 - Taking task to completion
 - Consistency
 - Follow through
 - Always looking for better ways
 - Willingness to put in extra effort
 - Willingness to work within the system and try new ways of doing things.
 - Delegate properly
 - Elevate and work on the business and not just in it.

