

# Company Name

Street Address  
Your City, ST ZIP

## YOUR LOGO

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## YOUR PLACE IN THE COMPANY: **VP-Production**

**YOUR LEADER:** Chief Executive Officer

**WHO YOU LEAD, TEACH AND SUPPORT:** Manager of Purchasing and Subcontractors, Projects Manager

**HOW YOU HELP THE COMPANY SUCCEED:** Provide staff support in the form of production systems for procurement, maintenance, distribution and implementation of production materials. Assist in pre-planning projects and finding solutions to potential problems before construction begins.

### **MAIN RESULTS EXPECTED FROM YOU:**

- Pre-plan projects.
- Identify solutions to potential problems before a project begins.

### **MAIN WORK YOU DO:**

- Logistics planning, such as site access, material deliveries, equipment requirements.
- Development of master schedules, material and manpower availability, and site conditions.
- Compliance with local ordinances.
- Perform constructability reviews.
- Develop on-site Quality Assurance/Quality Control (QA/QC) program.
- Phase the work in the most efficient manner possible.
- Build in value engineering.
- Assist in preparation of purchasing requisitions and subcontract contract reviews.
- Ensure that the preconstruction staff works closely with the project manager or project executive on the project and with other departments as well.

The information above represents the **minimum** expectations for this position.

Please feel free to exceed those expectations.