

## Hiring Form

Date: 10/14/20

Job Title: **Assistant Purchasing Manager**

**Role:** This position is responsible for:

1. The reliability and optimization of the uninterrupted flow of labor and materials to the Company's building sites, optimizing availability, capacity, reliability, quality of workmanship and materials, time, and cost to achieve superior levels of productivity, quality, and cost-efficiencies.
2. The coordination, scheduling, and optimization of subcontractors to achieve the efficient flow of work such that the Company realizes the highest level of productivity over all of its projects.
3. The quality assurance of materials and labor used in the construction of the Company's homes such that the Company experiences zero quality defects at all critical stages of the construction of its homes.
4. The reduction of direct construction costs through the elimination of wasted material and labor and the value engineering of the Company's product lines.

**Position reports to:** Construction Services Manager

**Other positions managed by this position:**

None at this time.

### **Time commitment and flexibility**

The Assistant Manager position is expected to work 40 hours per week, with additional hours as needed per business demands. Time demands will fluctuate according to the work initiatives at the time. The position requires regular work times at the Company's corporate office but allows for remote work, as well.

The Company observes ten holidays during the year and takes a company trip once a year. There is a sliding scale for paid vacation time, beginning with five days on the first day of the month following six months of continuous full-time employment. Vacation is accrued per month until December 31<sup>st</sup> of the first full calendar year of employment. Beginning on January 1<sup>st</sup> following the first anniversary date, the employee is eligible for ten vacation days per calendar year.

## **This position works with the following teams and processes:**

### *Teams*

1. Construction Services Department personnel
2. Area Managers and Project Superintendents
3. Subcontractors
4. Suppliers

### *Processes and Systems*

1. The supply chain of labor and materials.
2. The critical path method (CPM) scheduling system
3. Portfolio scheduling: a system for managing the scheduling of suppliers and subcontractors across multiple projects
4. Continuous improvement: a system for variance documentation, root cause analysis, and prioritization using the Theory of Constraints
5. Cost reduction: elimination of waste in the construction process and value engineering.

## **Critical Behavior for success in this position**

1. Systems thinking: shows a unique ability for and interest in systems analysis and optimization.
2. Analytical: demonstrates good analysis, insights, and problem-solving skills.
3. Creative: focuses on possibilities.
4. Energizing: stimulates excitement and enrollment for team membership and goal accomplishment.
5. Intense: stays focused on the work to be done, the constraints to be resolved, and goals to be achieved.
6. Leadership: neutralizes conflict and creates cooperation.

## **Desired knowledge, skills, and experience**

1. Working knowledge and successful experience in managing labor and material supply chains in component assembly companies such as housing.
2. Knowledge of critical path method scheduling systems. Skilled in using Build Pro, Supply Pro, M.S. Project. Experience in scheduling common resources across geographically diverse sites.

3. Working knowledge of Total Quality Management techniques and experience in using TQM to improve quality and eliminate wasted time and materials.
4. Working knowledge of systems analysis (SA) and experience in reducing time and costs using systems analysis techniques.
5. Experience and demonstrated ability in communicating CPM, TQM, and SA concepts to trade contractors and suppliers, resulting in cooperative team effort to improve quality, reduce time, and eliminate waste.
6. Experience and demonstrated ability to build enthusiasm for and enrollment in improvement initiatives.
7. Experience in navigating an enterprise resource platform (ERP) and direct experience with BRIX by Hyphen Solutions is an added plus.

### **Desired values, attitude, and beliefs**

Riverside builds its success through the effective functioning of teams made up of employees and external trade contractors and suppliers. A good cultural fit with the Company is considered of topmost importance. Below is Riverside's mission, vision, and promise.

#### **Our Mission:**

To create an exceptional home-buying experience, deliver a quality-built home, and provide superior customer service.

#### **Our Vision:**

Riverside is the homebuilder North Texas trusts.

#### **Our Promise:**

We will be friendly, professional, fair, and informed. We will always do right, be honest, take ownership of problems, and do what we say we are going to do.

Additionally, below is a list of values and beliefs fundamental to success at Riverside and a description of the attitude deemed most desirable

#### **Values**

Integrity – Doing what is right

Responsibility – own the project and contribute

Dependability – being able to be counted on

**Beliefs**

We strive to do what is right.

We will build a good quality home, do what we say, and keep our word

**Attitude**

Pro-active

Committed and hardworking

Open-minded

**Compensation and Benefits**

The salary range for Assistant Manger is based on education, skills, experience, and performance in the job. In the first year of employment a career plan will be developed to outline a path for advancement in the Company.

**About Riverside Home Builders**

Riverside Home Builders is active throughout the Dallas-Fort Worth metroplex. It maintains 25-30 active projects at any point in time. Over the past four years, Riverside has grown at a 25% annual compound growth rate.

Riverside Home Builders is part of Lackland Holdings. Lackland Holdings develops land and sales lots to Riverside Home Builders, along with other builders. The two companies have a combined employee count of more than 100 people. They share corporate offices and administrative functions.

Riverside has a professional and congenial working environment. Employees identify with being part of the Riverside family. Compensation ranges are in the top quartile for homebuilding companies in the DFW area.

Riverside is a fast-paced, growing company. It invests in the training, equipment, and tools employees need for top performance. Continuous improvement can be found throughout the Company. Riverside is committed to the complete satisfaction of its customers.

**Securing a job at Riverside.**

Riverside strives to find the best fit for each of its positions. At the same time, it provides candidates with valuable information about working for the Company so that the candidate can determine if Riverside is the right Company.

When hiring for a position, Riverside will consider the best fit of personality, behaviors, knowledge, skills, and experience. A standard personality test to determine personality fit will be used. Candidates must submit detailed resumes listing education, special training, employment, experience, and a list of references. Additionally, a background check will be conducted, which may include but not limited to, a person's work history, education, credit history, driving record, criminal record, medical history, use of social media, and drug screening. Riverside carries out extensive interviews with candidates to determine best fit.