

## Job Description

Supply Chain Manager - Sustainable Building Products

# About Us

Reframe Systems is on a mission to build net-zero carbon housing for all, at massive scale. To achieve our mission, we need to make net-zero carbon housing more affordable and we are re-imagining how housing is designed and built. Our volumetric module platform and highly-automated production system will drive down cost, delivery time, and embodied carbon for multifamily housing. We are setting up our first digital factory in the greater Boston area (Andover, MA), and have a roadmap to scale our presence nationally. We are disrupting assembly line manufacturing for housing production and are backed by leading VC firms in the industrial and construction space.

# What We're Looking For

We are seeking an experienced Supply Chain Manager with direct experience in the construction or building products industry and a passion for sustainable building materials. The ideal candidate will have a proven track record of implementing efficient procurement strategies, managing inventory, and ensuring a steady supply of materials for production. We are looking for someone who has worked for an on-site construction firm, an off-site or modular construction firm, or a building materials supplier. As a small team of less than 20 people, we need a versatile candidate who can wear many hats and has demonstrated experience in establishing supply chain processes from "zero to one."

## Responsibilities

- Develop and implement procurement strategies to source high-quality, sustainable building materials, factory tools, and equipment while reducing lead times and managing costs.
- Establish and maintain strong relationships with key suppliers and vendors in the sustainable construction industry.
- Define and optimize inventory management processes to ensure adequate stock levels while minimizing waste and storage costs.
- Collaborate with the operations team to forecast material requirements and ensure timely delivery of supplies.
- Continuously monitor and analyze supply chain performance, identifying opportunities for improvement and cost savings.
- Manage the receiving process, inspect incoming inventory, and ensure proper storage and organization of materials in the factory.
- Work closely with the quality assurance team to ensure incoming materials meet the required specifications and standards.
- Develop and maintain supply chain documentation, including supplier contracts, purchase orders, and inventory records.
- Support the implementation and use of inventory tracking tools and ERP systems to optimize inventory management.

# Basic Qualifications

- Bachelor's degree in Supply Chain Management, Business Administration, or a related field.
- A minimum of 5 years of experience in supply chain management, with direct experience in the construction or building products industry.
- Proven experience in developing and implementing procurement strategies and inventory management processes from the ground up.
- Familiarity with high-performance and sustainable building materials, such as air and vapor barriers, rigid exterior insulation, ERVs, solar systems, and electric heat pumps.
- Strong knowledge of sustainable construction products and specifications.
- Experience working with inventory tracking tools and ERP systems.
- Strong negotiation skills and the ability to build and maintain relationships with suppliers and vendors.
- Excellent analytical and problem-solving skills, with the ability to make data-driven decisions.
- Excellent communication and collaboration skills, with the ability to work effectively in a cross-functional team.
- Ability to thrive in a fast-paced startup environment, adapt to changing priorities and requirements and wear multiple hats as needed.

## How to Apply

Email your qualifications to [jobs@reframe.systems](mailto:jobs@reframe.systems). Please include a portfolio of works highlighting key design projects.