

PRODUCTION MATERIAL HANDLER AND INVENTORY SPECIALIST

COMPANY OVERVIEW

Founded in 1947, Lowell Manufacturing Company is a leading manufacturer of premium quality products made in the USA for Professional/Commercial A/V, Security, Residential Custom Installation and Broadcast applications. The Company designs, engineers and manufactures a broad portfolio of products encompassing 19" electronic equipment racks, cabinets and rackmount accessories, power distribution and protection devices, packaged loudspeaker systems, sound masking and audio controls. In addition to its branded product line, the Company also manufactures custom fabricated products for OEM customers nationwide.

POSITION SUMMARY

Lowell Manufacturing Co is seeking a diligent, attentive, and efficient Production Material Handler and Inventory Specialist to join our dynamic manufacturing team. The successful candidate will play a crucial role in ensuring the seamless flow of materials and supplies throughout our production processes. This position requires a proactive individual who can efficiently manage inventory levels, coordinate material movement, and support production to meet the organizational needs.

KEY RESPONSIBILITIES

- Safely operate various material handling equipment, including forklifts, pallet jacks, and hand trucks, to transport materials to and from production areas. Ensure timely delivery of materials to the production machines according to the production schedule.
- At the end of each shift, allocate material from multiple machines and departments to stage the factory for the next production day.
- Minimizing downtime and supporting continuous workflow.

Inventory Management

- Maintain accurate records of inventory levels using inventory management software, ERP, and ensuring data integrity and timely updates.
- Conduct regular physical inventory counts, reconciling discrepancies and implementing corrective actions to resolve any variances.
- Coordinate with purchasing department and production planning teams to ensure adequate stock levels, so the team can anticipate material needs based on production planning.
- Participate in meetings with various departments to assess the demand of consumable items and communicate to purchasing team in advance.

Quality Control

- Inspect incoming materials for quality, quantity, and compliance with specifications, reporting any non-conformities to the quality assurance director.
- Ensure materials are stored in appropriate conditions, following best practices of Lowell manufacturing for material handling and storage to preserve quality and integrity.
- Adhere to all safety guidelines and procedures, promoting a safe work environment and promptly addressing any safety concerns.

Collaboration and Communication

- Collaborate with various departments, including production, quality, purchasing, and shipping, to optimize material flow and address any challenges.
- Communicate effectively with team members and management, providing regular updates on material status, inventory levels, and any potential issues impacting production.

QUALIFICATIONS AND EDUCATION

- High school diploma or equivalent. certification in material handling or inventory management is a plus, but not a requirement.
- Proven experience in material handling and inventory management, preferably in a manufacturing or production environment.
- Proficiency in using inventory management software and basic computer applications, such as excel.
- Strong organizational and time management skills, with the ability to prioritize tasks and work efficiently under pressure.
- Excellent communication and interpersonal skills, with a focus on teamwork and collaboration.
- Physical ability to lift and move materials in a safe manner.

COMPENSATION AND BENEFITS

- **Competitive starting pay**
- Health, vision, and dental insurance offerings
- 401k plan with company match
- Paid time off
- On the job training available

APPLICATION

- [Apply On-line](#)

Lowell is an Equal Opportunity Employer. All qualified applicants shall have the opportunity to be considered for employment without regard to their race, color, creed, religion, national origin, disability, veteran's status, sex, sexual orientation, gender identity, or any other characteristic protected by law. Lowell is a Drug and Tobacco-Free Workplace.