



Senior Director of Human Resources

Millstone Medical Outsourcing, headquartered in Fall River, MA is a fast-growing company in need of motivated individuals to assist in the expansion of its Fall River, MA facility. Millstone Medical Outsourcing's business focus is sterile and non-sterile packaging of medical devices. Millstone also engages in other activities, such as mechanical inspection and assembly, which are designed to meet the outsourcing requirements of medical device manufacturers seeking to reduce costs while maintaining high levels of quality, accuracy and timeliness. Millstone Medical Outsourcing is FDA and ISO registered and employs a detailed internal quality system to ensure ISO compliance.

Position Overview:

We are actively recruiting a Senior Director of Human Resources. The position will be located at the Company's headquarters in Fall River, MA. The Senior Director for Human Resources reports to the Chief Financial Officer. A successful candidate will partner with functional leadership to define, develop and drive the organization's strategy to include a focus on the components of an human resource strategy that would impact over 500 employees within the US and globally as the Company continues to expand.

As a leader in the Company, you will utilize your expertise in change management methodologies and talent development to provide sound advice and guidance to the organization to ensure that it achieves its strategic goals. Working with the site location HR teams and other cross-functional partners, you will support our vision to be the industry leader through the talent programs, leadership development, and engagement-enriching initiatives for the Millstone employees.

The successful candidate:

As the primary HR business partner for the Company, you must be able to:

- Be a key member of the management team and Partner to the department leaders in order to drive and execute talent acquisition strategies, talent management and the total rewards strategy that will impact the full employee lifecycle
- Act as a trusted advisor, sounding board and business partner to the company's senior leaders, providing expert advice on people and organizational issues and guidance on the management of complex and often sensitive employee relation matters.
- Successfully influence and manage key stakeholders and drive results in a collaborative environment with individuals from entry level staff to Leadership team members.
- Develop and drive the HR career experience, including the ability to complete a workforce plan, defining career paths, onboarding directives, identifying developmental needs and bringing career development solutions to the Company.



- Manage core talent processes such as performance reviews, succession planning, and total compensation packages to ensure the Company stays market competitive.
- Help drive employee engagement strategies through innovation and continuous improvement in how we attract, develop, and retain our talent, in close partnership with senior management
- Show through actions that you are a proven strategic thinker who can develop talent strategies in support of growth, while researching and executing the development of policies and procedures.
- Present to the Company's Board when necessary on relevant matters including compensation, management recruiting, organizational talent and culture/morale topics.

Skills and experience required:

- 10+ years of progressive Human Resource experience including 5+ years in managing/leading a human Resource Team.
- Human Resource professional with prior experience working with multi-site domestic locations and exposure managing a foreign location is highly preferred.
- Solid, working knowledge of HR policies, procedures, and federal legislation related to employment practices, general HR administration and labor laws.
- Proven track record of success in leading, building and revitalizing effective and progressive human resources in a growing medium size organization; strong business acumen required.
- Proactive, collaborative, supportive and approachable management style that focuses on building effective relationships and gaining consensus on important issues. Relates well to all levels of staff and types of people.
- Requires proven success setting direction, developing others and consulting with line managers in matters of significance.
- Effective consulting and analytical skills, with a proven ability to bring innovative points of view and to influence without direct authority.
- Comfortable rolling up sleeves in addition to operating at a strategic level in a lean environment.
- Ability to define problems, collect data, establish facts, draw valid conclusions, and present solutions effectively at all levels of the organization.
- Ability to prioritize and multi-task
- Focused and influential communication skills (written and verbal).
- Ability to travel
- Demonstrated ability to build relationships as a global HR business partner and advisor

Millstone Medical is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, status as a veteran, and basis of disability or any other federal, state or local protected class.



Contact:

Interested candidates should send resumes to bheath@millstonemedical.com or apply in person at 580 Commerce Drive, Fall River, MA 02720

For Additional Information:

Millstone Medical Outsourcing offers a competitive salary, health, dental and vision benefits, 401(k) with company match and a warm, friendly working environment. To learn more about Millstone Medical Outsourcing's opportunities, visit us online at www.millstonemedical.com.