



Training Manager

COMPANY INFORMATION

Millstone Medical Outsourcing is a fast-growing company in need of motivated individuals to assist in its growth. We are looking for a dynamic individual to join our team as a Process Engineer. 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.

JOB DESCRIPTION/RESPONSIBILITIES

1. The individual in this position will be responsible for any or all of the following:
2. Develop and execute operational training strategy, oversee its implementation, and gap analysis.
3. Maintaining a comprehensive training program that provides understanding, practical skills and motivation to carry out particular work-related tasks.
4. Any other duties as assigned in support of Millstone, Client and regulatory compliance.
5. Perform gap analysis for operational training needs
6. Develop overall and individual training plans based on gaps and new programs
7. Conduct and/or manage on-boarding training and training effectiveness programs
8. Manage training budget
9. Report on trends related to effectiveness of training
10. Conduct root cause analysis for non-conformances with follow-up on impact to training curriculum
11. Report results of root causes and corrective actions to Quality
12. Coordination of cGMP compliance trending with training curriculum modifications and effectiveness tracking
13. Any other duties as assigned in support of Millstone, Client and regulatory compliance.



QUALIFICATIONS

- 3-5 years as a trainer or relevant experience
- Experience in managing and executing projects
- BS in Management, or related field
- Strong interpersonal and organizational skills
- Possess excellent leadership and project management skills
- Must be capable of multi-tasking and performing assignments that have loosely defined objectives
- Ability to effectively communicate verbally and in writing
- Must be able to plan, coordinate, perform, and train staff with minimal oversight
- Ability to establish credibility and trust amongst all levels of the organization
- Act at high integrity and influence decisions impacting the performance of the site
- Ability to work under tight timelines and be able to motivate others to deliver expected results

CONTACT

Interested candidates should send resumes to hr@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.