



Business Analyst – Olive Branch

COMPANY INFORMATION

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 Olive Branch, MS facility. We are looking for a dynamic individual to join our team as a Process Engineer. Millstone's Olive Branch core business focus is loaner kit processing and distribution of medical devices. Millstone also engages in other activities, such as mechanical inspection and packaging, 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 compliance.

JOB DESCRIPTION/RESPONSIBILITIES

- Conduct thorough business process analysis to understand existing workflows and systems, document current processes and systems, create requirements for new processes, develop use cases, and manage requirement changes
- Support one or more highly complex business processes, requiring design, redesign or integration of technical solutions
- Identify gaps and addresses them actively in collaboration with the project team
- Map technical processes, review existing operational policies and procedures
- Create and/or maintain documentation, flowcharts, working examples and scenarios

QUALIFICATIONS

- Bachelor's Degree
- 5 + years prior of experience
- PMP and Business Analyst CBAP Certification
- Ability to effectively communicate verbally and in writing
- Excellent problem solving and decision-making skills
- Must be able to prioritize critical versus non-critical issues and communicate to management
- Proficient in the use of Microsoft based applications
- Ability to work under tight timelines and be able to motivate others to deliver expected results

CONTACT

Interested candidates should send resumes to hrolivebranch@millstonemedical.com.

