



## ***Program Manager - 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 Distribution Center located in Olive Branch, MS. The Distribution Center's 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 ISO compliance.

### **JOB DESCRIPTION:**

As a Program Manager, you will be responsible for the management of new and existing client projects and related project engineering activities including, but not limited to: support of project teams in the development of validation protocols for cleaning, packaging, and sterilization; design and translation of customer requirements into the company's document control system, management of project launch timelines, reporting on project activities and milestone achievement; and direct interface with clients on all stages of process transfer. In this position you will also be required to learn and understand the requirements for preparing validation protocols and assist quality engineering in the execution of approved qualifications and validations. This position is also responsible for possessing a general understanding of all areas within the organization and the ability to work with the experts within those areas.

### **SKILLS REQUIRED:**

- Excellent written and oral communication skills
- Bachelor's Degree
- Proficient in the use of Microsoft based applications
- Ability to work in a team environment

Optimal candidates will possess excellent verbal and written communication skills and superior interpersonal and customer service skills. High attention to detail and the ability to work in a team environment are essential. Experience with medical devices is a plus.



## **CONTACT**

Interested candidates should send resumes to [hrolivebranch@millstonemedical.com](mailto:hrolivebranch@millstonemedical.com).

## **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](http://www.millstonemedical.com).