



Program Operations Supervisor – 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. 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 ISO compliance.

JOB DESCRIPTION

The Program Operations Supervisor manages client specific requirements within our manufacturing facility. This position will work closely with our client as well as operations teams within our facility to ensure that client expectations are met. Additional responsibilities include managing KPI reports as well as training as needed. This position will review work in process in all areas of the facility including inspection, loaner kits and distribution. They will manage expedites at our clients request.

SKILLS PREFERRED

- Bachelor's Degree
- APICS or equivalent certification a plus
- Business degree or logistics & supply chain degree preferred
- 2-3 Years' experience supervising people in a fast-paced assembly, production, distribution, or related environment, including providing coaching and feedback and performance assessment
- 2-3 years working in ISO 13485 medical device environment or FDA regulated facility.
- Demonstrated ability to prioritize workloads manage technology resources
- Excellent interpersonal and communication skills required, including team building and conflict resolution
- Ability to establish goals and monitor key performance indicators
- Strong problem solving skills and attention to details required
- Ability to document and perform procedural updates in a controlled document control system
- Strong computer knowledge required, including Microsoft Office applications and ERP systems, Oracle a plus
- Lean six sigma training, Green belt trained or certified preferred, knowledge of 5S and line balancing
- Project person who is able to work in a team environment
- Ability to interpret engineering drawings preferred
- Familiarity with dimensional inspection techniques preferred



WHAT YOU CAN EXPECT TO RECEIVE AT MILLSTONE:

- Medical device industry experience
- The opportunity to work with some of the top orthopedic and medical device companies in the world

CONTACT

Interested candidates should send resumes to 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.