



## Inside Sales Support Representative

### 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 Fall River, MA facility. Millstone Medical Outsourcing's business focus is sterile and non-sterile packaging of medical devices. Millstone also engages in other critical services, such as mechanical inspection, ultrasonic cleaning, passivation, 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 13485 registered and employs a detailed internal quality system to ensure compliance.

The ideal candidate for this opportunity will be a self-motivated, well organized individual with excellent computer skills looking to excel in sales. The responsibilities include providing operational support to the sales team including order processing/entry, price quotations, information input and analysis, RFP responses, and following up on leads.

More detailed responsibilities are as follows:

### Responsibility/Expectations:

- Respond to incoming calls and distribute to appropriate members of the team.
- Follow up on leads by directly engaging with decision makers
- Accurately prepares statement of work documents which defines project-specific activities, deliverables and their respective timelines.
- Deliver timely and high quality oral and written communications with customers, vendors, and sales team as it relates to quotations and orders
- Utilizing advanced Microsoft capabilities, produce and analyze detailed reporting to present to the sales team and executive management team

### Qualifications:

- College Degree
- Mechanical/Technical capabilities with the ability to read prints and configurations
- Use of logic to analyze reports and present findings
- High attention to detail
- Process oriented
- Excellent communication and interpersonal skills with the ability to develop and maintain a high level of customer service and strong customer relationships
- Ability to multitask and complete work independently
- Project management skills preferred
- Proficient Microsoft Office (specifically Excel) skills – Advanced level preferred
- Technical sales environment experience preferred

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). Please forward a copy of your resume and salary requirements in confidence to [hr@millstonemedical.com](mailto:hr@millstonemedical.com).