



## ***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 Training Manager. Millstone Medical Outsourcing's business focus is loaner kit processing, distribution and field return activities 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. Perform gap analysis for operational training needs
5. Develop overall and individual training plans based on gaps and new programs
6. Conduct and/or manage on-boarding training and training effectiveness programs
7. Ability to develop and conduct "train the trainer" sessions
8. Report on trends related to effectiveness of training
9. Conduct root cause analysis for non-conformances with follow-up on impact to training curriculum
10. Report results of root causes and corrective actions to Quality
11. Coordination of cGMP compliance trending with training curriculum modifications and effectiveness tracking
12. Develop training curriculum for effective training.
13. Ensure the quality and consistency of course content throughout a course life
14. Any other duties as assigned in support of Millstone, Client and regulatory compliance.



## QUALIFICATIONS

- 4-6 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 [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).