



## Supply Chain Coordinator (Operations)

### Job Description:

Millstone Medical Outsourcing is looking for an energetic individual to join its Supply Chain Department. We are a fast growing, fast paced medical service provider for the top Orthopedic companies in the industry. Millstone's business focus is sterile and non-sterile packaging 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. We are FDA and ISO registered and employ a detailed internal quality system to ensure ISO compliance.

Millstone is presently looking for a Supply Chain Coordinator (Operations) to aid the internal supply chain team fulfill customer commitments.

The Supply Chain Coordinator (Operations) is responsible for the following:

- Communicate Customer priorities to the operations floor.
- Provide feedback to Program Management on internal delivery dates.
- Diagram internal process flows to help facilitate discussions with customers.
- Update customer specific procedures.
- Work closely with operations supervisors on throughput and process improvement.
- Create and publish monthly Key Performance Indicators to internal and external customers.
- Track and report out to management as required.
- Performs other related work as required or requested.

### Skills Required:

Candidates must have excellent organization and communication skills. Attention to detail is a must. A Bachelor's degree or relevant work experience is required. Candidates must have experience using Microsoft Word, Excel and PowerPoint. Candidate must show an ability to communicate both verbally and in writing with internal and external customers.

### Contact:

Interested individuals should send resumes to [hr@millstonemedical.com](mailto:hr@millstonemedical.com) or apply in person at 580 Commerce Drive, Fall River, MA.

### For Additional Information:



Millstone Medical Outsourcing offers competitive health benefits, 401(k) plan and a warm, friendly working environment. To learn more about Millstone Medical Outsourcing, visit us online at [www.millstonemedical.com](http://www.millstonemedical.com).