



Production Planner 1st shift– 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 Duties:

- Liaises with sales division to determine customer requirements
- Approves materials, costs, manufacturing equipment, and the size of workforce needs to manufacture goods
- Predicts how long a project will take to complete
- Develops a production schedule detailing all tasks and when they should be completed by to meet predicted completion date
- Monitors project's progress to ensure it's following the schedule
- Troubleshoots problems that occur during production, including staff shortages and machinery malfunctions
- Collects and assesses data about the production and team's performance
- Makes sure that goods are ready to distribute to customers in a timely fashion.
- Ensures the production and distribution of products runs smoothly
- Prepares reports about production processes for upper management and suggests ways to improve efficiency

SKILLS REQUIRED

- Excellent Organizational Skills,
- Good Written and Oral Communication Skills
- Understanding of Business Operations
- Attention to Detail and ability to work in a team environment
- Superior Problem-Solving Skills and decision-making skills are needed
- Knowledge of Supply Chain and Distribution Management
- Ability to Meet Deadlines, Supervisory Experience
- Quality Control Experience



- Knowledge of Manufacturing Processes
- Proficient in the use of Microsoft based application

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.