



We Deserve the Best – And So Do You!

High Growth Company

Opportunity to Learn and Grow

Shape your Career

See the Importance of Your Work

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.

We are currently looking for a Help Desk Support Technician to join our team. This individual will confer regularly with the IT team located at our company headquarters in Massachusetts. This person should be highly detail-oriented, organized and possess excellent time management skills.

Responsibilities

- Setup and integration of computers, printers, phones, scan guns and other electronic equipment
- Respond to help desk tickets
- Work with vendors on hardware (FedEx, Dell, Toshiba)
- Anti-virus updates, software updates, font installation, and installing hardware
- Patch down data drops, making/running networking cables
- Support IP phone system
- Maintain equipment inventory and current equipment location floor plans
- Communicate with end users and interface with clients
- Maintain current labeling of network drops and all equipment
- Assist in application troubleshooting as requested



Knowledge and Skills

- MS Office 2007 and 2010
- Network printing
- Adobe
- Web based applications
- ESET anti-virus
- Sonicwall
- Webex
- Visio
- A+ and Network+ preferred or equivalent experience

WHAT YOU CAN EXPECT TO RECEIVE AT MILLSTONE:

- Exceptional leadership and management experience
- Medical device industry experience
- The opportunity to work with some of the top orthopedic and medical device companies in the world
- ISO 13485 training

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 beginning on the first day of employment and 401K with company match. Other benefits include paid vacation, paid sick time, holiday pay and voluntary benefits in addition to an employee-centric work environment. To learn more about Millstone Medical Outsourcing's opportunities, visit us online at www.millstonemedical.com. If interested, please forward resume to this posting.

Millstone Medical Outsourcing provides equal employment opportunity to all applicants and employees. No person is to be discriminated against in any aspect of the employment relationship due to race, religion, color, sex, age, national origin, ancestry, disability, sexual orientation, gender identity, genetic information, citizenship status, marital status, pregnancy, veteran status or any other status protected by applicable federal, state, or local law.