



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 its growth. Millstone Medical Outsourcing'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. Millstone Medical Outsourcing is FDA and ISO registered and employs a detailed internal quality system to ensure ISO and GMP compliance.

We are currently looking for an experienced, Executive/Marketing Assistant to join our team. This team member will regularly work with Leadership, Sales and Marketing, performing a number of administrative duties. The ideal candidate is highly self-motivated, professional, and capable of managing their workload and prioritizing tasks in a fast-paced corporate environment. This position is located at our company headquarters in Massachusetts.

Responsibilities

- Acts as a shared resource providing administrative support to Leadership, Marketing & Sales for day-to-day activities and various projects
- Coordinates executive level meetings and activities
- Maintains CRM so that it is always current (HubSpot)
- Assists with execution of Marketing tactics
- Oversees & maintains LinkedIn postings
- Leads and organizes customer visits
- All other duties as assigned

Required Knowledge and Skills

- Bachelor's Degree in business or a related field
- Minimum of 2 years' experience in an administrative role supporting executive level staff
- Strong customer service orientation, interpersonal skills and relationship building abilities required

- Critical thinking, sound judgment and the ability to appropriately manage confidential, sensitive information required
- Must exude high energy and be extremely organized
- Detail focused is a must along with the ability to easily multitask
- Proficiency in Microsoft Word, PowerPoint and Excel required
- Prior CRM experience preferred

****CLICK APPLY TO BE CONSIDERED FOR THE EXECUTIVE/MARKETING ASSISTANT POSITION****

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 many other voluntary benefits in addition to an employee-centric work environment. To learn more about Millstone Medical Outsourcing and all our current employment opportunities, please visit www.millstonemedical.com.

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.