



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

Are you a self-motivated, detail-oriented individual who possess robust interpersonal/customer service skills and excellent computer skills? If so, the Human Resources (HR) Administrative Assistant opportunity at Millstone Medical Outsourcing may be the perfect opportunity for you!

The HR Administrative Assistant will support the HR team and other support staff to meet department and company objectives.

Millstone is 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.

Responsibilities

- Greet and direct visitors in a professional manner
- Assist with various human resources projects and initiatives such as vendor bill audits, employee onboarding activities and coordination of employee events
- Maintain HR information system employee data base, requiring the ability to handle confidential information at all times.
- Respond to internal and external HR related inquiries in a timely manner to ensure a timely and accurate resolution.
- Provide recommendations or suggest methods to update, simplify, and enhance processes, procedures and technologies
- Manage office administrative tasks such as sorting/routing mail, managing office supplies and facility uniform program



Knowledge and Skills

- High school diploma and 4 years prior office/administrative experience in a busy setting, preferably in Human Resources
- Strong attention to detail and organizational skills
- Ability to manage and prioritize multiple assignments
- Customer focused with a high degree of professionalism and ability to handle confidential information
- Ability to manage work independently with little or no supervision
- Strong verbal and written communication skills
- Strong competency in Microsoft Office
- Experience in UltiPro, a plus

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.