



QUALITY ASSURANCE SUPERVISOR

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 is looking for an energetic individual to join its Quality Department as a Quality Assurance Supervisor. 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

The QA Supervisor is responsible for coordinating and leading the QA Review and Release teams. Duties include reviewing documentation, verifying product, labeling and packaging specifications, and process specific requirements.

Core Competencies and Responsibilities include:

- Plan and direct daily work of QA review and PSR to meet Millstone and client schedules
- Ensure ongoing training needs of the team are met
- Lead the daily MRB as Quality representative. Publish data on MRB and identify and address opportunities for improvement.
- Coordinate in-process audit schedule. Publish data and identify and address opportunities for improvement.
- Participate in Floor Shut Down activities and document investigation results
- Support ECR and CAPA activities as designated by Quality Management
- Participate in internal audits as necessary

Knowledge and Skills

- Requires 2-5 years of prior Medical Device QA experience or 1+ years Medical Device experience with a relevant bachelor's degree
- Understands workflow and daily production requirements
- Knowledge and execution of issues related to FDA/GMP compliance
- Advanced ability to create excel, PowerPoint and word documents
- Excellent interpersonal skills with the ability to interact with all levels of the organization

To learn more about Millstone Medical Outsourcing's opportunities, please visit us online at www.millstonemedical.com. If interested in this role, please send your resume to hr@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.