



OPERATIONS 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 Operations Supervisor to join its team. 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.

Summary:

The Operations Supervisor will be responsible for the daily operations of the Mechanical Inspection department.

Responsibilities:

- Responsible for working with various customers to ensure that each customer's unique specifications/requirements are fully met
- Oversees daily operations while recognizing and solving problems that may arise
- Performs visual inspection of various medical devices, 20/20 vision or corrected 20/20 vision is required
- All other duties as assigned

Required Knowledge and Skills

- High School Diploma or equivalent required
- At least 3 years of prior supervisory experience
- Ability to train and manage other employees
- Must have a mechanical aptitude with advanced math skills
- Advanced ability to create spreadsheets and other office documents
- Proficient with entering production hours within the ERP
- Follows all procedures and written instructions in English
- Excellent communication skills – verbal and written in English

- Excellent interpersonal skills across all lines of the business
- Extreme attention to detail is a must
- Advanced familiarity with printer function & ribbon loading
- Problem solving and multi-tasking is vital to this role
- 20/20 vision or corrected 20/20 vision is required
- Medical 3PL or Medical Distribution Experience is highly preferred

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 you would like to apply to this position, 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.

Job Type: Full-time