



PROGRAM MANAGER

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 Sales/Marketing 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:

Program Manager will be responsible for managing the relationship between Millstone and customers. The Program Manager will manage the transition activities from new program development to operations and ensure quality and documentation were maintained in accordance with ISO and FDA guidelines. This position is also responsible for possessing a general understanding of all areas within the organization and the ability to work with the experts within those areas.

RESPONSIBILITIES:

- Responsible for developing client specific packaging and re-processing programs for new sterile and non-sterile products
- Generates client specific procedures for receiving, inspection, cleaning, packaging, shipping, and distributing product
- Manages the transition activities from new program development to operations and ensure quality and documentation are maintained in accordance with ISO and FDA guidelines
- Participates in on-site customer quality and ISO audits
- Responsible for possessing a general understanding of all areas within the organization and the ability to work with the experts within those areas
- All other duties as assigned

KNOWLEDGE & SKILLS:

- Bachelor's degree required; Master's Degree preferred
- Must have at least 3 years of related experience
- Must have knowledge of the following: Sales, Sterilization Validation, Packaging Design, Clean Room Operations, Packaging Flow, Cleaning and Microbiology, Quality/ISO/FDA, Guidelines, Document Control, Blueprint Reading/GD&T, Laser Programming
- Excellent communication skills – verbal and written
- Excellent interpersonal skills
- Must be resourceful & show initiative
- Advanced Software and Computer skills
- Ability to develop and maintain a high level of customer service/relationship
- Ability to multitask and complete work independently
- Must possess a high attention to detail

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 for this opportunity, 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