



SHIPPING & RECEIVING 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 Operations 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.

Working collaboratively within the Operations Team, the Shipping and Receiving Supervisor is a key member of the Operations Team. The individual in this role will lead the execution of a material and information flow plan for Millstone Medical Outsourcing. This individual will provide leadership to direct reports in the functions of receiving, shipping, truck schedule coordination, material storage and movement, and assist with cycle counting in a multiple location distribution environment. The Shipping & Receiving Supervisor will also be responsible for executing logistics functions in an accurate and economic process.

RESPONSIBILITIES:

- Ensure all equipment in is maintained in good operating condition
- Confer with other departments to ensure coordination of warehouse activities with those activities of other functions such as production, sales, records control, and purchasing
- Responsible for the review of daily shipping and receiving reports and the communications of issues to the proper personnel. Advise team on the care and preservation of items received, stored, and shipped; methods and use of equipment in handling, storing, maintaining, and shipping stock and related problems
- Support the continuous improvement process and complete all projects within assigned time frames
- Facilitate the identification and communication of inventory shortages and identify/resolve shortages to the proper personnel to maintain accurate documentation and to arrange for the supply of additional inventory as needed
- Schedule and monitor all activities in the applicable area(s) of responsibility to deliver quality product to internal and external customers on time.
- Recognize and solve problems affecting operations
- Complete Performance Evaluations and timecards for all non-exempt employees in the applicable areas

- Ensure proper receipt of incoming goods for accuracy and compliance to purchase order direction
- Perform cycle counts and other standard inventory activities as necessary to maintain accurate inventory balances
- Conduct daily safety huddles
- Ensure that all employees are trained to required standards (HAZMAT, NAFTA, DOT, etc.)
- All other duties as assigned

KNOWLEDGE & SKILLS:

- Bachelor's Degree highly preferred. Equivalent experience may be considered especially if it is within a highly regulated industry.
- 3+ years material handling experience in a Shipping/Receiving environment
- Supervisory experience is a must
- Medical Device experience is highly preferred
- Excellent verbal and written communication skills
- Enterprise Resource Planning (ERP) experience, Oracle is preferred
- Purchasing experience within a manufacturing environment
- Ability to multitask, take initiative, be resourceful, and be customer oriented
- Excellent interpersonal skills and high attention to detail is a must
- Ability to work in a team environment
- Experience in Microsoft Applications

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 in this position, please click 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.