



## SENIOR OPERATIONS 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 seeking top talent to add to its Olive Branch team as a Senior Operations Manager. Millstone Medical 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:

- Responsible for operations within Olive Branch including the directing, coordination, and monitoring of all processing areas
- Work with various customers and must meet the specifics/requirements of each unique, individual customer
- Recognize and solve problems affecting operations
- Plan & maintain schedules, direct the work of employees and develop training programs
- Perform a variety of tasks and rely on extensive experience to plan and accomplish goals
- Make recommendations to improve productivity, quality, and efficiency of operations
- Visual inspection of medical devices and instruments which requires the ability to detect defects. 20/20 or corrected 20/20 vision is required.
- Track work hours for direct reports using Enterprise Resource Planning (ERP) software and provide metrics to senior management
- All other duties as assigned

## **KNOWLEDGE & SKILLS:**

- Bachelor's Degree with 5+ years of prior operations experience
- Ability to manage people and provide leadership
- Successful at implementing change when necessary
- Good at solving &/or anticipating potential problems
- Must be an excellent multi-tasker while maintaining high efficiency & attention to detail
- Ability to communicate clearly and effectively both with employees and customers
- Effectively train employees while promoting teamwork and cooperation within the department
- Implement and maintain preventative maintenance programs
- Identify resources needed to accomplish objectives
- Plan and organize schedules according to demand
- Must be proficient with computers and have an advanced ability to create spreadsheets & other business documents
- Familiarity of Enterprise Resource Planning (ERP) software
- Ability to follow procedures, Good Manufacturing Practices (GMP), and written instructions in English
- Ability to read, write, & speak in English
- Must have a Mechanical aptitude & possess advanced arithmetic skills
- Ability to perform heavy lifting on a frequent basis (50 lbs.)

## **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](http://www.millstonemedical.com). If you would like to apply to this position, please send your resume to [hr@millstonemedical.com](mailto: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.*