



## SUPPLY CHAIN ASSOCIATE BUYER/PLANNER

**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 a dynamic individual to join its Purchasing Department as a Supply Chain Associate Buyer/Planner. 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:**

- Responsible for the ordering of materials, supplies, services and/or equipment, and to follow through with suppliers on shipment and delivery
- Place purchase orders within Oracle ERP system based on customer demand & forecasting information, min-max requirements, or internal stakeholder requests.
- Work closely with the materials and production teams to ensure the required material is in place for the manufacturing build plan.
- Ability to negotiate and interact with suppliers on pricing, lead times and demand planning
- Ability to multitask with various operations and stakeholders within manufacturing
- Support Supply Chain & Operations Goals and Objectives on quality improvements, cost reductions, cycle reductions, and product delivery
- Process non-conforming material
- Support department with the organization of procedures, records, and reports, including process improvement initiatives
- Perform all other duties as assigned

## **KNOWLEDGE & SKILLS:**

- Bachelor's Degree
- 1-3 years related purchasing/planning experience
- Oracle experience a plus but not required
- Must have hands on experience with Enterprise Resource Planning (ERP)/ Materials Requirement Planning (MRP) systems
- Purchasing experience within a manufacturing environment
- Excellent verbal and written communication skills and show both team and customer orientation
- Ability to multitask, take initiative, be resourceful, and be customer oriented
- Excellent interpersonal skills and high attention to detail is a must
- Detailed analytical skills, with strong attention to detail and accuracy
- Prioritize, meet deadlines, and take ownership and responsibility for assigned tasks with demonstrated ability to learn tasks quickly
- Flexible to adapt to changing priorities while meeting or exceeding given deadlines
- Experience in Microsoft Applications
- Hands on Sourcing experience a plus
- APICS certification (CPIM or CSCP) is a plus

**\*\* PLEASE NOTE THAT THIS POSITION IS NOT ELIGIBLE FOR VISA SPONSORSHIP &/OR RELOCATION ASSISTANCE\*\***

## **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, please 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.*