



## **OPERATIONS SUPERVISOR SHIPPING (2nd Shift)**

### **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 (Shipping) 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 Shipping department on the 2<sup>nd</sup> Shift.

#### **Responsibilities:**

- Manage all people and processes to meet shipping deadlines and customer requirements
- Oversee daily operations while recognizing and solving problems that may arise
- This is a leadership position that is responsible for planning, scheduling, and directing the work of others
- Responsible for working with various customers to ensure that each customer's unique specifications/requirements are fully met
- All other duties as assigned

#### **Required Knowledge and Skills**

- High School Diploma or equivalent required, Bachelor's degree preferred
- Must have Manufacturing Operations experience
- At least 3 years of prior supervisory experience in related field is a must
- The ideal candidate will have Medical 3PL or Medical Distribution Experience
- Forklift experience is preferred
- Oracle system experience is preferred
- Extreme attention to detail is a must
- Must possess high energy and able to work in a fast-paced environment
- Problem solving and multi-tasking is vital to this role
- Excellent interpersonal skills & English communication skills (verbally & written)

- Ability to train and manage other employees
- Must have a mechanical aptitude with advanced math skills
- Must be proficient with basic computer spreadsheets and word processing as well as Outlook for e-mail use
- Proficient with entering production hours within the Enterprise Resource Planning (ERP) system
- Advanced familiarity with printer function & ribbon loading
- Ability to lift up-to 75 lbs. and climb ladders
- 20/20 vision or corrected 20/20 vision is required

**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, click apply now via Indeed.

*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.*

*All employment offers are contingent upon successful completion of our pre-employment drug screening and background/criminal check, consistent with applicable laws.*