



QUALITY ASSOCIATE

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 Quality Department as a Quality Associate. 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:

Quality Associate is responsible to verify information prior to shipping, assist with identifying nonconformances, investigate circumstances to establish root cause and work with others as a team to design and implement the appropriate corrective actions based on root cause analysis. Quality Associate will also be responsible for creating spreadsheets to capture and track data, create or revise documents as needed and will be required to perform all other duties as assigned.

KNOWLEDGE & SKILLS:

- Associate degree with at least 2 years of Quality experience, preferably in medical devices
- Advanced inspection and mechanical aptitude
- Excellent verbal and written English communication skills
- High attention to detail and the ability to work in a team environment are essential
- Must be able to manage multiple priorities
- Advanced Math skills & basic statistics concepts
- Advanced ability to create Microsoft Excel, PowerPoint & Word documents
- Excellent interpersonal and customer service skills
- Easily able to recognize & communicate potential issues
- Ability to follow and review department procedures for correctness and write/re-write procedures when necessary
- Works well with internal customers from various levels of the organization
- Capacity to train others, including "training the trainer"
- Works independently and easily resolves minor daily issues/problems

PHYSICAL REQUIREMENTS:

Standing, stooping, light lifting (25 lbs. or less), ability to read fine print, 20/20 vision or corrected 20/20 vision.

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 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.

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