



Document Control Specialist - Memphis

Job Description:

Millstone Medical Outsourcing, located in Fall River, MA is looking for competent individuals to join our team as a Document Control Specialist at our Memphis Distribution Center. Millstone's Memphis core business focus is loaner kit processing and distribution 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.

Millstone is presently looking for dynamic individuals with ISO 13485 and FDA experience. The ideal candidate will be responsible for the Administrative duties and maintenance of all Quality Records. This includes, but is not limited to, Quality System Records, Device History Records, Policy, and Procedure & Instruction for document manuals, as well as Client Externally Controlled documents, ECR documents, and Training records. Filing and administrative duties will occupy approximately 80% of the individual's time. This position is also responsible for Management and Operations support for Inspection data collection, data entry, and report publishing. Responsibilities also include maintaining label & labeling files and process label requests.

Skills Required:

Individuals must have excellent organization and communication skills. A college degree along with 2-5 years of relevant work experience in a medical device environment is required. Proficiency with key PC software (Microsoft Office) and familiarity with ERP software (JDE, SAP, & Oracle) is desired.

Contact:

Interested individuals should send resumes to hr@millstonemedical.com

For Additional Information:

Millstone Medical Outsourcing offers competitive health benefits and a warm, friendly working environment. To learn more about Millstone Medical Outsourcing, visit us online at www.millstonemedical.com.