

Please email resumes to:

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Human Resources Job Description

The Quinlan Companies is an 80-year-old company that provides a wide array of records management services including storage for electronic records, medical records, x-ray files, business and legal documents. In addition, we also provide scanning and digitizing of documents and radiology films, photographic waste management, as well as confidential, secure shredding.

Position Description:

The Human Resources Director will guide and manage the overall provision of Human Resources services, policies, and programs for the entire company. The major areas directed are:

- recruiting and staffing;
- organizational and space planning;
- performance management and improvement systems;
- organization development;
- employment and compliance to regulatory concerns;
- employee orientation, development, and training;
- policy development and documentation;
- employee relations;
- company-wide committee facilitation;
- company employee and community communication;
- compensation and benefits administration;
- employee safety, welfare, wellness and health;
- charitable giving; and
- employee services and counseling

The Human Resources Director will originate and lead Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce.

The Human Resources Director will coordinate implementation of services, policies, and programs through Human Resources staff; reports to the CEO and serves on the executive management team; and assists and advises company managers about Human Resources issues.

Primary Objectives:

- Safety of the workforce.
- Development of a superior workforce.
- Development of the Human Resources department.
- Development of an employee-oriented company culture that emphasizes quality, continuous improvement, and high performance.
- Personal ongoing development.

We offer a competitive and comprehensive benefits program including medical, dental, and life insurance; short term and long term disability insurance; 401k savings plan with company contribution; tuition reimbursement; holidays; vacations; and sick pay.

We are considering all candidates. No relocation package. No agencies or phone calls, please. Only those candidates whose experience best meets our requirements will be contacted.