

**Please email resumes to:**

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## **Record Librarian 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 Record Librarian is the core member The Quinlan Companies' record library staff, and reports to:

- Record Library Coordinator for issues regarding fulfillment of client requests and record library operation
- Special Projects Coordinator for issue regarding completion of special projects and fulfillment of special client requests
- Support Services Manager for scheduling issues and general departmental concerns

The Record Librarians primary responsibilities include:

- Processing and retrieval of client record requests
- Ensuring the timely delivery of client record requests
- Ensure that all record returns are data entered and interfiled on a daily basis
- Complete special projects as assigned by the Record Library Coordinators and Special Projects Coordinator
- Fulfill special client requests
- Proactively identify any problems or unaddressed issues in the record library and coordinate with the Record Library Coordinator to handle them
- Be thoroughly familiar with the following activities:
  - Processing and retrieval (including all retrieval nuances) of all client accounts
  - Delivery of client records to client location
  - Package shipping
  - Closing procedures
  - Record library location system and location of all client lots
- Other projects and tasks as determined by Record Library Coordinator, Special Projects Coordinator, Support Services Manager

Record Library Coordinator will take the initiative to address any problems or unfinished work that may exist within the record library. Record Library Coordinators must stay abreast of all new information through communication with Record Library Coordinators, the Special Projects Coordinator and the Support Services Manager (mostly via weekly meetings and the quintraNET) and through communication with fellow record librarians.

The hours for this position are varied, although full time record librarians (40 hours) are required to work some weekends. This position is non-salary and occasionally may require flexible hours. Customer satisfaction and efficient operation of the record library are the primary goals of the Record Librarian.

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.