

Holme Roberts & Owen LLP is seeking a Records Management Supervisor for its Denver office. This individual will be responsible for the day-to-day operations of the Denver records department and supervision of a staff of eight people. Must have previous law firm records management experience, previous supervisory experience, and the ability to establish effective working relationships throughout the firm. A working knowledge of File Surf or another records management program is preferred.

Interested candidates should e-mail their cover letter and resume, with salary history, to careeropportunities@HRO.com. No phone calls please. HRO is an Equal Opportunity Employer.