



*Stria®, an INC 5000 company, provides nationwide document management services. The company is a privately held, forward-leaning organization with a deep focus on document imaging and records management. Stria offers a dynamic work environment where creativity and innovation are encouraged. Stria will only employ those individuals who share in the company's passion for positively affecting lives and livelihoods through outstanding document management services. Passion is the fuel that drives each member of the Stria family. If you are looking for a high energy company that truly values individuality and fun then we're looking for you too.*

*Stria provides services to a number of vertical markets including legal, government, health care, financial services, life sciences and wealth management. Stria's core competencies include back file document conversion services, managed conversion services, industry specific services, and consulting. More information can be found online at [www.Stria.com/careers/](http://www.Stria.com/careers/).*

<b>Position</b>	Document Imaging Specialist
<b>Location</b>	Bakersfield, California Santa Monica, California Sacramento, California
<b>Summary</b>	Document Imaging Specialists work either onsite at customer location or in one of Stria's production centers. Duties are focused on completing document scanning projects.

**Requirements**

- Superb attention to detail
- Neat appearance
- Good oral and written communication skills
- Ability to operate computers
- Experience in document scanning is preferred but not required
- Self motivated and goal oriented
- Ability to follow directions
- Ability to type and 10-key by touch is preferred but not required

**Responsibilities**

- Participate in various phases of document imaging projects including file preparation, file scanning, quality control and indexing
- Organize paper files with accuracy and speed
- Scan files
- Move boxes of paper from workstations to shelving
- Conduct quality checks on scanned images
- Other duties as assigned

**Pay**

\$8.00 - \$22.00 per hour

**Benefits**

Participation in Group Medical Coverage and 401K upon completion of probation

**Reports To**

Senior Project Manager and/or Regional Vice President

**To Apply**

Send résumé and cover letter to [Careers@Stria.com](mailto:Careers@Stria.com) or visit [www.Stria.com/careers](http://www.Stria.com/careers) for more information.