



Stria™ is a nationwide provider of document management services. The company is a privately held, forward-leaning organization with a deep focus on document imaging and records management.

Stria provides services to a number of vertical markets including legal, government, health care, financial services and wealth management. Stria's core competencies include back file document conversion services, Scan-on-Demand records management, and onsite document imaging. More information can be found online at www.Stria.com.

Position	Document Preparation Specialist
Location	Bakersfield, CA
Summary	<p>The Document Preparation Specialist will prepare documents to be efficiently scanned by Document Imaging Specialists. The Document Preparation Specialist will also provide reverse preparation services for the proper return of documents to our clients.</p> <p>Document Preparation Specialist is an entry level non-exempt hourly position. The selected candidate will be expected to carry out the error free execution of document preparation and reverse preparation according to the set procedures outlined in each project's methodology.</p>
Specific Duties	<ul style="list-style-type: none">• Review each project's written methodology in detail with the Document Preparation Supervisor.• Demonstrate a thorough understanding of all document preparation and reverse preparation procedures for your assigned project.• Remove staples, paper clips, binder clips, etc. from all client documents.

- Tape torn paper, straighten folded paper, handle sticky notes, etc. according to each project's set methodology.
- Consistently hit or exceed minimum productivity standards set for each project.
- Reverse preparation of documents to the specifications noted in each project's set methodology.
- Retrieve boxes from the warehouse, shelves and other locations for preparation or reverse preparation.
- Maintain an organized and efficient work area.
- Additional activities can and will be assigned by the Document Preparation Supervisor.

The selected candidate should be prepared to frequently lift loads in excess of 90 pounds. The position also requires the ability to sit for long periods of time and handle basic warehouse equipment such as, dollies and pallet jacks. All employment with Stria, Inc. is "at will", meaning the company or the employee can terminate the employment relationship at any time, with or without reason or notice. All new employees will complete a 90-day probationary period during which unsatisfactory work will result in termination.

Compensation

\$8.00 - \$10.00 per hour.