



Stria.com
Stria is an INC. 5000 managed services company that focuses on delivering superb outsourced services in the following areas: document imaging, mailroom services, reprographics, file room management, record center staffing, file transportation, event planning and general administrative services.

The company serves a number of vertical markets including energy, government, health care, financial services and agriculture. Stria is always looking for team members (or "Strians" as we call ourselves) that are passionate, enthusiastic and devoted.

Position | Logistics & Facilities Coordinator I

Location | The position is based in Bakersfield, California

Summary | Manage Logistics & Facilities operations in warehouse and drive the Courier routes as necessary. The Logistics & Facilities Coordinator I will address all aspects of Stria's facilities & logistics needs. You will also perform various maintenance tasks around the building and work within the warehouse receiving shipments. Driving is a crucial component of this position to complete pickups and deliveries to and from various client locations. Leading, coaching, and developing others is a necessary function of this role. The Facilities & Logistics Coordinator works in personal and commercial capacities where their job is to deliver important documents and items from one place to another.

- The successful candidate will exhibit:
- Superb attention to detail
 - Neat appearance
 - Engaging customer service skills.
 - High energy and unlimited enthusiasm.
 - Driven to succeed.
 - Ability to lift up to 30 lbs.
 - Excellent driving skills and driving record.

Compensation | DOE

To Apply | Send a cover letter and resume to Careers@Stria.com .
 For more information visit <http://www.stria.com/careers/>

The company is a privately held, forward-leaning

organization that offers training, great compensation and a superb culture. More information can be found online at www.Stria.com/careers.

Identification Section

Position Title: Logistics & Facilities Coordinator I

Department: Logistics & Facilities

Reports To: Vice President of Operations

EEOC Class: ASW

FLSA Status: Non-exempt

General Summary

The Logistics & Facilities Coordinator I will address all aspects of Stria's facilities & logistics needs. You will also perform various maintenance tasks around the building and work within the warehouse receiving shipments. Driving is a crucial component of this position to complete pickups and deliveries to and from various client locations. Leading, coaching, and developing others is a necessary function of this role.

Essential Job Functions

1. Provide regular facilities staff coaching and feedback relative to recent accomplishments, future plans, and staff education and training.
2. Review and verify vendor-provided reports and invoices.
3. Source vendor quotes for recommended services.
4. Work with operations team to develop new space and provide solutions.
5. Coordinate and execute elements of client space.
6. Ensure accurate data in space planning records.
7. Manipulate space to coordinate moves and shuffles.
8. Review and resolve outstanding ticket requests in a timely manner.
9. Oversee and assist in specialty services provided on site.
10. Anticipate, recommend, and manage vendor contract services for health and life safety while implementing and maintaining best practices.
11. Willingness to be available after hours or in an emergency situation.
12. Provide logistical instruction and walk through to customers for event setup/execution.
13. Assign tasks to team to ensure that proper customer service levels are met.
14. Supervise and/or coordinate supervision of outside vendors.
15. Regularly inspect and evaluate physical condition of facility; recommend maintenance, repairs, and furnishings to management.
16. Regularly communicating with management team regarding status of deliveries and other equipment.
17. Submitting regular reports including, road calls, break downs, accidents and performance.
18. Administering activities connected with the purchase of workshop tools, automotive repair supplies, repair parts and accessories.
19. Managing the special equipment, trucks, and all vehicles.
20. Take vehicles in for regular scheduled maintenance.
21. Maintain driver logs for truck in case of DOT audit.
22. Box, barcode, inventory, and create dashboards for every project received in house.
23. Assist MCS Director with Methodology by supplying details of each pickup.
24. Maintain/ Update Logistics and Facilities A3 dashboard.
25. Stock production room with work on a daily basis.
26. Record and track all assets in Stria.
27. Create standard operating procedures for the department.
28. Work with Kern Green and find creative ways to minimize PG&E usage.
29. Work with client sponsors at Aera to Manage access to the Suite 207 building.
30. Coordinate Emergency Evac trainings with all Strians.
31. Maintain a clean driving record.
32. Update the warehouse inventory weekly.
33. Communicate with customer before any vendors or contractors enter their building, minimum notice of 24 hours is required unless approval from customer is given.
34. Have vendors/contractors fill out a job safety analysis with the Aera team before any work is completed.
35. Create and Document Standard Operating Procedures (SOPs) for consistent and accurate completion of duties.
36. Create expense reports monthly.
37. Perform Preventative Maintenance checks around the building on the 2nd Friday of every month.
38. Take truck into CHP once a quarter for the DOT inspection.
39. Schedule Annual Fire Extinguisher inspection yearly.
40. Work with Property Management to schedule Quarterly Fire Sprinkler/Alarm tests with Kern Security.
41. Work with Project Manager to coordinate pickups and deliveries.
42. Drive the daily courier route. The Courier will take orders on the phone or via email to determine where and item needs to be picked up and where it must be delivered.
43. Utilize MS Office programs including, but not limited to, MS Word, Excel; essential to inventory creation.

44. Perform delivery tasks and pick-up of customer content in a polite, resourceful and professional manner.
45. Load and unload a delivery truck through a variety of mechanisms.
46. Ensure documents are delivered and entered on transmittals accurately.
47. Operate vehicle for the delivery of mail, supplies, products and materials.
48. Provide customer service by giving required information and maintain delivery records.
49. Perform preventative maintenance in the building and respond to urgent maintenance calls.

Knowledge, Skills, and Abilities

- Clean driving record and valid driver’s license required.
- Work as part of a team in a fast paced environment, communicating effectively with both colleagues and clients and following verbal and written instructions.
- Ability to lift up to 30 lbs.
- Organized and logical, willing to adapt quickly to changing policies and procedures.
- Ability to efficiently solve problems relating to building repairs, courier route and transportation of content to and from client’s locations.

Education and Experience

- Experience driving a 16ft box truck desired but not required.
- “Handy Man” experience desired but not required.
- Smith certified desired but not required.
- Smith Train The Trainer certified desired but not required.

Physical Requirements	Percentage of Work Time Spent on Activity			
	Rarely < 1%	Occasionally 1% to 33%	Frequently 34% to 65%	Continually 66% to 100%
Seeing: Must be able to see clearly on the road to make safe and smart driving decisions and navigate the facility.				X
Hearing: Must be able to hear well enough to communicate with staff, customers, and contractors.				X
Standing/Walking: Must be able to move around facility to access authorized locations and/or stand for extended periods throughout the facility.				X
Climbing/Stooping/Kneeling/Reaching: Must be able to manually access and move boxes of records throughout the facility.				X
Lifting/Pushing/Pulling: Must be able to regularly lift, push, and/or pull up to 30 pounds.				X

Working Conditions: Normal working conditions absent extreme factors.

Note: The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive listing of all responsibilities, duties, and skills required.