



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**

Part time (24 - 29 hours) - Document Preparation Specialist (DPS) I

**Shifts Available**

1. Sunday – Tuesday Nights 5:30 pm – 2:00 am
2. Sunday- Tuesday Days 8:30 am- 5:00 pm
3. Wednesday – Friday Nights 5:30 pm – 2:00 am
4. Wednesday – Friday Days 8:30 am- 5:00 pm

**Location**

The position is based in Bakersfield, California

**Summary**

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.

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.

The successful candidate will be:

- Superb in attention to detail
- Neat in appearance
- In possession of high energy and sense of urgency.
- Driven to succeed.

**Compensation**

Minimum Wage

**To Apply**

Send a cover letter and resume to [Careers@Stria.com](mailto: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](http://www.Stria.com/careers).

**Identification Section**

Position Title: Document Preparation Specialist

Department: HQ

Reports To: Regional Director, HQ

EEOC Class: ASW

FLSA Status: Non-exempt

**General Summary**

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. 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.

**Essential Job Functions**

1. Review each project's written methodology in detail with the Document Preparation Supervisor.
2. Demonstrate a thorough understanding of all document preparation and reverse preparation procedures for your assigned project.
3. Remove staples, paper clips, binder clips, etc. from all client documents.
4. Tape torn paper, straighten folded paper, handle sticky notes, etc. according to each project's set methodology.
5. Consistently meet or exceed minimum productivity standards set for each project.
6. Reverse preparation of documents to the specifications noted in each project's set methodology.
7. Manually classify records into categories and sub-categories with accuracy and speed.
8. Maintain an organized and efficient work area.
9. Additional activities can and may be assigned by the Supervisor.
10. Ensure that work is accurate, complete, and delivered in a timely manner according to each project's set methodology.
11. Properly complete timesheet daily.
12. Regular, consistent, and predictable attendance per Stria's attendance and punctuality policy.
13. All other duties as assigned.

**Marginal Job Functions**

14. Manually move boxes of records and retrieve boxes from the warehouse, shelves and other locations for preparation or reverse preparation.

**Knowledge, Skills, and Abilities**

- Skill in effective communication: speaking and writing to convey accurate information appropriate for the needs of the audience.
- Ability to apply general rules to specific problems to produce answers that make sense.
- Ability to lift loads weighing up to 30 pounds (approximately 5 boxes per day), onto a cart for movement to your designated work station.
- Ability to sit for long periods of time.
- Ability to handle basic warehouse equipment such as dollies and pallet jacks.

**Education and Experience**

- Experience in document scanning is 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 well enough to read reports, navigate facility, and aid staff in meeting their needs.				<b>X</b>
Hearing: Must be able to hear well enough to communicate with staff, customers, and vendors.				<b>X</b>
Standing/Walking: Must be able to move around facility to access authorized locations throughout the facility.		<b>X</b>		
Climbing/Stooping/Kneeling/Reaching: Must be able to manually access and move boxes of records throughout the facility.		<b>X</b>		
Lifting/Pushing/Pulling: Must be able to regularly lift, push, and/or pull up to 50 pounds.		<b>X</b>		
Fingering/Grasping/Feeling: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling. Applying pressure to an object with the fingers and palm. – Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.				<b>X</b>

**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.