



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.*

<b>Position</b>	Graphic Design – Entry Level
<b>Location</b>	The position is based in Bakersfield, California
<b>Summary</b>	<p>Stria is searching for an engaging individual to serve as part of the region’s best managed services company. This position provides on-demand graphic design services, as well as, assists with ad-hoc reprographics and mail center requests, as required, for a named enterprise account in Bakersfield, California. The successful candidate will be a high energy, process-oriented professional who has experience in graphic design.</p> <p>The successful candidate will be:</p> <ul style="list-style-type: none"> <li>• A desire to ensure the deliverance of an excellent customer experience.</li> <li>• Process oriented.</li> <li>• Equipped with superb customer service skills.</li> <li>• In possession of high energy and unlimited enthusiasm.</li> <li>• Some experience in Graphic Design and Graphic Design software (Adobe Illustrator).</li> </ul>
<b>Compensation</b>	Stria offers competitive pay, generous time off and great benefits.
<b>To Apply</b>	Send a cover letter and resume to <a href="mailto:Careers@Stria.com">Careers@Stria.com</a> . For more information visit <a href="http://www.stria.com/careers/">http://www.stria.com/careers/</a>

*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).*

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**Identification Section**

Position Title: Graphic Design I

Department: Managed Services

Reports To: Enterprise Services Coordinator

EEOC Class: ASW

FLSA Status: Non-exempt

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**General Summary**

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**Essential Job Functions**

1. Provide on-demand graphic design services for customer events, marketing, promo materials.
  2. Update customer home page with latest event/activity information (web experience not required, we will train).
  3. Regular updates to customer kiosk displays.
  4. Assist with mail room operations as needed.
  5. Provide rush reprographics services. Services include; printing, large format printing, laminating, poster design, decal/vinyl creation, paper cutting, binding, fume-core poster mounting.
  6. Restocking large format plotters through-out customer campus.
  7. Supply orders and inventory.
  8. Basic copier machine troubleshooting and maintenance.
  9. Maintain performance and productivity metrics for regular reporting to customer stakeholders.
  10. Other duties as assigned.
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**Knowledge, Skills, and Abilities**

- Intermediate Knowledge of the Microsoft Office Suite (Excel, Word, PowerPoint, Outlook).
  - Knowledge of graphic design and the Adobe Illustrator application.
  - Knowledge of customer service standards, sales, and administrative services best practices.
  - Skill in maintaining our commitment to our customers; Ensures complaints and requests are resolved in a timely manner to customers' satisfaction; elevates issues as appropriate.
  - Skill in crafting and managing key performance indicators (KPIs).
  - Skilled in improving business processes.
  - Ability to interface with Stria's "back office" subject matter experts in the areas of information technology, human resources, accounting, etc..
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**Education and Experience**

- Experience in graphic design and the Adobe Illustrator design platform.
  - Experience in customer service.
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**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.