



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 Assistant I
Location	The position is based in Bakersfield, California
Summary	<p>Assist Logistics & Facilities Coordinator in warehouse and primarily drive the daily Courier route. The Courier works in personal and commercial capacities where their job is to deliver important documents and items from one place to another. The position is full-time with a schedule of 8:00 am to 5:00 pm, Monday through Friday with a 1-hour lunch.</p> <p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Superb in attention to detail • Neat in appearance • Equipped with superb customer service skills. • In possession of high energy and unlimited enthusiasm. • Driven to succeed. • Able to lift up to 80 lbs. • An excellent driver.
Compensation	Minimum Wage
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 Assistant
Department: Logistics & Facilities
Reports To: Logistics & Facilities Coordinator

EEOC Class: ASW
FLSA Status: Non-exempt

General Summary

The Logistics & Facilities Specialist will handle pickups and deliveries to various clients' locations. You will also perform various maintenance tasks around the building and work within the warehouse receiving shipments.

Essential Job Functions

1. 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.
2. Utilize MS Office programs including, but not limited to, MS Word, Excel; essential to inventory creation.
3. Perform delivery tasks and pick-up of customer content in a polite, resourceful and professional manner.
4. Load and unload a delivery truck through a variety of mechanisms.
5. Ensure documents are delivered and entered on transmittals accurately.
6. Operate vehicle for the delivery of mail, supplies, products and materials.
7. Provide basic customer service by giving required information and maintain delivery records.
8. Perform preventative maintenance in the building and respond to urgent maintenance calls.

Knowledge, Skills, and Abilities

- Good 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 80 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.

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 80 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.