



Stria is a business process outsourcing (BPO) company whose purpose is to positively impact lives and livelihoods. Stria uses cloud-based technology to automate business processes for our clients. Primarily, this work centers on building and/or integrating cloud-based software applications. For processes that cannot be automated, Stria's staff provide hands-on services in areas such as scanning, mail processing, records management, data entry and more.

The company serves several vertical markets including agriculture, energy, government, health care, financial services, and retail.

The company is a privately held, forward-leaning organization that offers flexible schedules, good pay, a superb culture, and the opportunity to make a difference in the world. An ability to work in a fast-paced environment and strong attention to detail are essential. More information can be found online at [www.Stria.com/careers](http://www.Stria.com/careers).

## **Position Title**

Facilities & Logistics Specialist

## **Position Summary**

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

## **Qualifications (Knowledge, Skills, Abilities)**

- Good driving record and valid driver's license required.
- Related experience preferred.
- Excellent communication skills and customer service oriented.
- Ability to prioritize and organize workflow on a daily basis to accomplish required tasks.
- Knowledge of general maintenance and repair procedures.
- Ability to drive safely.
- Ability to use navigation tools such as onboard GPS, smartphone apps, and/or web-based or physical maps.
- Ability to maintain basic logs and records.
- Ability to carry out a series of written or verbal instructions without constant supervision.
- Ability to communicate effectively and professionally with both colleagues and clients.
- Ability to lift up to 80 lbs.
- Ability to efficiently solve problems relating to building repairs, courier route and transportation of content to and from client's locations.

## **To Apply**

Send resume to [Careers@Stria.com](mailto:Careers@Stria.com)



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## JOB DESCRIPTION

**Position Title:** Facilities & Logistics Specialist

**Department:** Conversion Services

**Reports To:** Facilities & Logistics Coordinator

**EEOC Class:** Administrative Support Workers

**FLSA Status:** Non-Exempt

### Position Summary

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

### Essential Job Functions

- 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.
- Utilize MS Office programs including, but not limited to, MS Word, Excel; essential to inventory creation.
- Perform delivery tasks and pick-up of customer content in a polite, resourceful and professional manner.
- Load and unload a delivery truck through a variety of mechanisms.
- Maintaining safe operation and clean appearance by complying with company operational policies, procedures, and standards
- Ensure documents are delivered and entered on transmittals accurately.
- Operate vehicle in a safe manner for the delivery of mail, supplies, products and materials.
- Provide basic customer service by giving required information and maintaining delivery records.
- Perform preventative maintenance in the building and respond to urgent maintenance calls.
- Cleans and assists with general upkeep of the facilities.
- Performs other related duties as assigned.

### Qualifications (Knowledge, Skills, Abilities)

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### Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to



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perform the functions. While performing the duties of this position, the employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate to high. Also includes working outdoors in elements/weather.

**Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship. The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.