



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.

Position Title

Mailroom Clerk

Position Summary

The Mailroom Clerk will process all incoming and outgoing mail in a timely manner. This includes the safe and secure handling and delivery of mail and packages within the office and operating mailroom equipment. In addition, this position will also ensure mailroom supplies are sufficiently stocked at all times.

Qualifications (Knowledge, Skills, Abilities)

- Excellent customer service skills
- Exceptional organization and time management skills
- Basic understanding of operating instructions and processes for machines.
- Basic understanding of or the ability to learn locations and organizational structure of the company.
- Basic understanding of postage rates and regulations.
- Ability to correctly sort and distribute large amounts of mail.
- Ability to understand and follow written and oral instructions.
- Ability to complete projects in a timely manner.
- High degree of accuracy and attention to detail
- Excellent written and verbal communication skills
- Proficient with Microsoft Office Suite
- Solid computer and data entry skills

To Apply

Send resume to Careers@Stria.com



JOB DESCRIPTION

Position Title: Mailroom Clerk

Department: Onsite Services

Reports To: Onsite Service Coordinator

EEOC Class: Administrative Support Workers

FLSA Status: Non-Exempt

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Essential Job Functions

- Sorts and delivers incoming mail by department and/or employee to ensure timely distribution.
- Sorts and delivers interdepartmental mail including notices and memoranda.
- Picks up departmental mail.
- Operates mail machines including the postage meter, photocopying machine, and mail folding and inserting machine.
- Processes and weighs outgoing mail.
- Maintains records of receipt, mailing dates, and other required information.
- Replenishes postage on the postage meter as needed.
- Stocks supplies needed for the mailroom.
- 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 perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 30



pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

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.