



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**

Onsite Receptionist

## **Position Summary**

The Onsite Receptionist greets and directs all VP 's, clients, visitors, including vendors, job candidates, and customers. Ensures completion of paperwork, sign- in and security procedures. Issues security badges and verifies that all security rights are granted. Performs daily badges audits to ensure all badges are returned and deactivated. Monitors security cameras for suspicious activities around the facility. Provides JSA's to vendors as they enter the building. Handles special administrative projects, as well as overflow work from other divisions as requested.

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

- Knowledge of and proficiency in Microsoft Office Suite, as well ability to quickly learn new programs as needed.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Excellent interpersonal and customer service skills.
- Skill in communicating verbally as well as in writing to customers, teammates, and executives in our client's organization to convey information effectively and professionally.
- Skill in managing one's own time and the time of others.
- Ability to effectively work individually or in a team environment.

## **To Apply**

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



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## JOB DESCRIPTION

**Position Title:** Onsite Receptionist

**Department:** Onsite Services

**EEOC Class:** Administrative Support Workers

**Reports To:** Onsite Services Coordinator

**FLSA Status:** Non-Exempt

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### Essential Job Functions

The essential functions include, but are not limited to the following:

- Provide excellent customer service at service desks and answers phones in a polite and timely manner.
- Ensure named areas are clean, free of clutter welcoming and safe for staff and guests.
- Ensure security badges for visitors, employees, and contractors are issued with the correct access.
- Audit security badges throughout the day to ensure all temporary badges issued are returned.
- Monitor security cameras and report any suspicious activities to security.
- Assist with setup and breakdown of meeting facilities.
- Provide JSA's to vendors prior to work beginning.
- Cleans, organizes, and restocks assigned workspaces in accordance with 5s standards.
- Assist with catering requests and events taking place in your area.
- Assist and monitor Oaks Administrative Services Email Box.
- Performs other related duties as assigned.

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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 50



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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.