



Stria is an INC. 5000 digital transformation company that focuses on building, configuring, and integrating a wide variety of cloud-based technologies. The company also offers ancillary services including but not limited to document imaging, mailroom services, reprographics, file room management, record center staffing and general administrative services.

The company serves several vertical markets including energy, government, health care, financial services and wealth management. Stria is looking for service-oriented team members (or “Strians” as we call ourselves) that are passionate, enthusiastic and devoted.

The company is a privately held, forward-leaning organization that offers training, good pay and a superb culture. Our noble purpose is to positively impact lives and livelihoods Successful candidates will have excellent customer service and must be outcome oriented. The ability to work in a fast-paced environment with strong attention to detail is essential. You will be fully engaged and busy from the first day and we guarantee there will never be a dull moment. More information can be found online at www.Stria.com/careers.

Position Title

Human Resources Specialist

Position Summary

The Human Resources Specialist will assist the Human Resources Manager with various Human Resources functions. This includes a variety of responsibilities such as: administrative functions, recruiting and onboarding, benefits administration, and other HR functions as needed.

Qualifications (Knowledge, Skills, Abilities)

- Previous experience in Human Resources preferred.
- Ability to work independently with little supervision required.
- Ability to remain calm while working under pressure in a busy environment.
- Ability to work within timeframe of standard policies and procedures.
- Ability to maintain confidentiality related to sensitive company and employee information.
- Thorough knowledge of HR principles and federal/local regulations
- Excellent ability to multi-task and prioritize in a busy, fast-growth environment
- Proficiency in MS Word, Excel and Power Point is essential
- Exhibit extraordinary discretion, confidentiality, flexibility, and willingness to work closely with our team
- High degree of accuracy and attention to detail
- Ability to take directions, self-check and follow up on work
- Analytical and critical problem-solving skills

To Apply

Send resume to Careers@Stria.com



JOB DESCRIPTION

Position Title: Human Resources Specialist

Department: Administration

Reports To: Human Resources Manager

EEOC Class: Administrative Support Workers

FLSA Status: Non-Exempt

Position Summary

The Human Resources Specialist will assist the Human Resources Manager with various Human Resources functions. This includes a variety of responsibilities such as: administrative functions, recruiting and onboarding, benefits administration, and other HR functions as needed.

Essential Job Functions

- Maintains employee records and electronic personnel files, ensuring completion and accuracy of details such as employee contact information, job classification, pay rates, organizational structure, and other key details.
- Assists with maintaining accurate records of active job openings and received applications; manages internal and external job postings.
- Reviews applications for entry-level and non-exempt positions; conducts and/or schedules preliminary interviews.
- Assists with the administration of employee benefits, which may include open enrollment and notifying insurance broker of employee benefit changes.
- Assists with conducting new-employee orientations including verifying and completing I-9 documentation, background checks, etc.
- Assists in organizational training and development efforts.
- Maintains human resource information system records and compiles reports from HRIS system as needed.
- Participates in administrative staff meetings and attends other meetings and seminars.
- Assists with processing of terminations.
- Assist with responding to unemployment notices and other information requests from governmental agencies such as the Employment Development Department.
- Assist with educating and communicating company policies and procedures to all employees.
- Maintains strict confidentiality of client, company, and personnel information.
- Performs other related duties as assigned

Qualifications (Knowledge, Skills, Abilities)

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- Ability to work independently with little supervision required.
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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 25 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.