



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](http://www.Stria.com/careers).

## **Position Title**

Production Team Lead

## **Position Summary**

The Production Team Lead assists the Production Coordinator with the supervision of the day-to-day work of the Production team as it pertains to the transformation of physical paper content to digital content for our customers. This position will work alongside the Production Coordinator to ensure the document imaging process and various workflow steps are completed in an efficient and productive manner.

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

- Excellent verbal and written communication skills.
- Excellent organizational skills and the ability to multitask according to client’s specific priorities and requirements.
- High degree of accuracy and attention to detail.
- Ability to prioritize tasks and to delegate tasks when appropriate.
- Strong time management skills with a proven ability to meet deadlines.
- Excellent analytical and technical skills.
- Excellent and creative problem-solving skills.

## **To Apply**

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



## JOB DESCRIPTION

**Position Title:** Production Team Lead

**Department:** Conversion Services

**Reports To:** Production Coordinator

**EEOC Class:** First/Mid-Level Officials and Managers

**FLSA Status:** Non-Exempt

### Position Summary

The Production Team Lead assists the Production Coordinator with the supervision of the day-to-day work of the Production team as it pertains to the transformation of physical paper content to digital content for our customers. This position will work alongside the Production Coordinator to ensure the document imaging process and various workflow steps are completed in an efficient and productive manner.

### Essential Job Functions

- Assist the Production Coordinator with overseeing the day-to-day work of production staff as it pertains to the transformation of physical paper content to digital content.
- Provide training and assistance to production staff as needed.
- Participate in various phases of document imaging projects including file preparation, scanning, quality control, and indexing and image recognition.
- Assist with fulfilling customer “special request” tickets in the desired turn-around time when assigned by management.
- Conduct periodic quality review checks for all production staff members to ensure quality meets client expectations.
- Observes and reports any performance issues to management as needed.
- Assist with updating daily dashboards for document imaging projects as needed.
- Gather “end-of-shift” performance metrics and ensure production staff submit daily performance metrics via SmartSheet.
- Communicate project performance expectations to production staff.
- Provide Production Coordinator with feedback regarding established project performance expectations.
- Perform other related duties as assigned.

### Qualifications (Knowledge, Skills, Abilities)

- Excellent verbal and written communication skills.
- Excellent organizational skills and the ability to multitask according to client’s specific priorities and requirements.
- High degree of accuracy and attention to detail.
- Ability to prioritize tasks and to delegate tasks when appropriate.
- Strong time management skills with a proven ability to meet deadlines.
- Excellent analytical and technical skills.
- Excellent and creative problem-solving skills.

### 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.