



Innovative solutions. World-class Service. Frontline proprietary Technology.

IST is a Business Process Outsourcing (BPO) company specializing in providing solutions for the management of physical and digital information through Office & Facilities Management, eDiscovery and Electronic Document Management services. Founded in 1997, we have operations in every major market in the U.S. and are one of the fastest-growing office & facilities management companies in the industry. Our web-based, proprietary software, IST Suite, provides groundbreaking advances in managing on-site facilities and allows us to do more with less by automating previously manual processes.



Passion Wanted

IST is Hiring!

National Facilities Management Provider

IST provides the following services as a part of its standard facilities management service package and performs these services for customers in every major vertical market:

- Copy Center Management
- Mail Room Management
- Courier Services
- Forms Management
- Kitchen Management
- Receptionist Services
- Document Management
- Fleet Copier Management
- Fax Management
- Facilities Maintenance
- Conference Room Management
- Shipping & Receiving
- Supply Management
- Records / File Management
- Scanning & Imaging Services
- Litigation Support Services

No Nights, No Weekends

Take back your free time with a career at IST. We're hiring nationwide from part time entry level roles through managerial positions! Regular business hours Monday through Friday, with benefits offered and accrued PTO. No more graveyard shifts! Opportunities for incentives and bonuses, too!

Family Oriented

IST has a family oriented company culture. You're not just a number here, you're a valued team member. We enjoy the benefits of big-company incentives as well as the cohesiveness that comes from working together with a goal-oriented, specialized team. Those who work for IST have a knack for customer service and a passion for excellence.

New Talent Welcome

No office experience? No problem. We are always looking for fresh talent—high school and college grads, candidates with customer service experience, waiters, bartenders, hospitality workers! IST provides the guidance necessary to take your career to the next level.

Experience Appreciated

Veteran of the FM Services industry? We're looking for you, too. Our team of highly qualified Operations Managers needs talent like yours.





The Company with Passion

Stephanie Salazar Cardozo
Senior Talent Acquisition Manager

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