



Position: Executive Assistant and Office Manager

Company: Liquid, Inc.

Work Location: Westminster, CO

Who We Are:

Liquid is doing for AI infrastructure what VMware did for x86 servers, bringing the agility of the cloud to the on-prem datacenter to dynamically allocate and share GPUs, memory, and other resources. This functionality is critical in running AI and advanced-data workloads in production (a.k.a. Inference). Liquid Matrix software enables global organizations to accelerate the adoption of AI, HPC and VDI by unlocking the bottleneck of GPU utilization and availability through dynamic pooling and sharing of AI resources for higher performance with less total cost, less power and less hardware.

About the Role:

Liquid is seeking an Executive Assistant and Office Manager to perform a variety of tasks and services to support effective and efficient operations of the office of the CEO and executive team members, as well as manage the day to day operations of our office facility.

This role will also include assisting with daily office and administrative activities, and supporting managers and employees through a variety of tasks related to organization and communication, ensuring the efficient and smooth day-to-day operation of our office.

Executive Assistant Responsibilities Include:

- Draft and send a variety of correspondence with lawyers, investors, partners, Board of Directors, and employees
- Manage executives' onsite and virtual meetings through MS Outlook, Zoom, and MS Teams
- Deliver on urgent items of all kinds relating to travel, events, document requests, scheduling changes, etc.
- Book employees' domestic and international flights, hotels, ground transportation through our company booking tool, Navan
- Track expenses and submit monthly reports through Expensify for the company credit card and for executive credit cards
- Plan meetings, take detailed minutes, and follow-up on action items, as required
- Work with building management and vendors for building facilities related issues and requests
- Answer and direct phone calls
- Retrieve, scan, and distribute mail
- Order beverages, kitchen supplies, office supplies, and office furniture, as needed
- Maintain electronic and manual filing systems
- Manage daily lunch orders and catering
- Assist with trade show logistics such as registrations, assigning badges, hotel bookings, onsite meetings



- Coordinate all logistics and communications for offsite meetings and company events
- Book conference calls, rooms, taxis, couriers, hotels etc.
- Provide general support to office visitors
- Send NDAs and other documents for electronic signature through AdobeSign
- Ad hoc HR support

What You Need to Be Successful In This Role:

- 5+ years of prior experience supporting C-level executives
- 1+ years of prior HR related office experience required
- Excellent verbal and written communication skills
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy
- Strong organizational skills and attention to detail
- Excellent time management skills and the ability to prioritize their daily schedule of many competing tasks
- Proactive personality with the ability to resolve issues quickly and thoughtfully
- Proficient with Microsoft Office Suite, Adobe Document Cloud, DocuSign or similar
- Friendly and approachable personality
- Background or experience working with Board of Directors, investors, legal teams or law offices
- Background or experience working with high-growth technology companies
- Experience working in a fast-paced office environment

Compensation and Benefits:

- Compensation range: \$85,000 - \$100,000
- Generous Medical/Dental/Vision/Life/Disability benefits package
- 401K
- Flexible, casual work environment
- Free daily lunches provided in the office
- Unlimited PTO
- Significant exposure to senior-level executives
- Ability to impact the creation of processes and policies within a start-up organization
- A great team who is invested in seeing the organization grow

Liquid is committed to a diverse and inclusive workplace. Liquid provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.