



About the Job

Position: Supply Chain Clerk (Shipping, Receiving, & Inventory)

Company: Liquid Inc.

Work Location: Westminster, CO (on-site position)

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.

Position Summary

The Supply Chain Clerk works within the greater Operations team and in coordination with our Engineering, Pro-Serve, Sales, and Procurement teams. The main function of this role is to successfully receive, distribute, manage, and ship our inventory and completed products. The Supply Chain Clerk reports to the Supply Chain Specialist.

Key Responsibilities

Primary responsibilities include but are not limited to:

- Perform the shipping, receiving, and inventory function within the company.
- Manage and maintain Liquid's inventory of components and complete products.
- Maintain Liquid's stockroom through organizing, cleaning, and cataloging items on a regular basis.
- Manage packaging supplies and work closely with purchasing to maintain appropriate levels to meet demand.
- Work closely with Supply Chain, ProServe, and the Sales team to fulfill customer orders.
- Other duties pertaining to shipping, receiving, and inventory control as assigned which may include some manufacturing activities.

**Requirements:**

Proven capability in several of the following areas:

- Exceptional aptitude for organization and attention to detail.
- Exceptional ability for learning and maintaining knowledge of Liquid's inventory.
- Excellent written and verbal communication skills, spanning digital channels (e.g. email, Microsoft Teams, and others.)
- Previous experience in a manufacturing environment.
- Microsoft Office (Word, Excel, PowerPoint, Teams) and a desire to learn new technology tools.
- High school diploma or GED.

Preferred Qualifications & Experience:

- Previous experience in shipping, receiving, and inventory management, including international shipping (e.g. HTS Coding and classification.)
- Previous experience with technical software systems (ERP, Fed-EX, WorldShip, etc.)
- Experience working in an IT infrastructure company (e.g. software, hardware, data centers, MSPs, various storage, networking, or computing companies.)

Compensation and Benefits

- Base compensation: \$45,000 - \$55,000/year, depending on experience
- Generous Medical/Dental/Vision/Life/Disability benefits package
- 401K, after 90 days
- Unlimited PTO
- Cell phone stipend
- Free daily lunches provided in the office
- Flexible, casual work environment