Position: Quality & Documentation Manager

Work location: Broomfield, CO (On-Site)

Who We Are

Liqid is revolutionizing how IT infrastructure is delivered, unlocking cloud-like flexibility and agility for our clients while driving down their costs. Our Liqid Matrix software enables customers to deploy, scale, and reclaim server resources via software in seconds, helping them truly accelerate application time to value.

Liqid is headquartered in Broomfield, CO with team members across the country. We are a proud, innovative bunch. We are focused on our customers and are relentless in our advocacy and support for them. Our passionate team and software solutions are fueling Liqid’s exponential growth. We are a post-Series C funded ($100M) and, in late 2021, Deloitte recognized Liqid as #131 on their Technology Fast 500!

Do you relish success, growth, and prestige? Do you want to be a part of a unique industry-disrupting firm? Then read on!

About the Position

The Quality & Documentation Manager works closely with several of Liqid’s departments including supply chain, operations, engineering, and sales. This position reports to the Sr. Director of Platform Development.

In this position, you would lead the continuous implementation and improvement of Liqid’s best practices across documentation, compliance, and quality.

You will manage and oversee Liqid’s documentation of Liqid’s products, ensuring the accurate creation of part numbers and bills of material as well as consolidating technical documents for Liqid. As well, you will proactively improve and enhance quality and compliance processes and policies, ensuring the best possible quality of Liqid’s products.

What You Will Do in This Position

The candidate must possess good organizational skills, attention to detail, and the ability to deliver results across quality, documentation, and compliance.

We see your primary responsibilities including, but not limited to, the below items. Everyone at Liqid is expected to have a “can-do” attitude and be proactive in taking on challenges and presenting solutions:

• Become Liqid’s SME for all things quality, documentation, and compliance.
• Creation and maintenance of part numbers, approved vendor listing, assembly, and customer documentation
• Upload, verify, edit and release BOMs (bills of material) into the PLM system
• Manage ECO process and implement ECO changes in the PLM system
• Coordinate and manage compliance activities with the NRTL, including Safety, EMC, RoHS, REACH, etc.
• Develop and maintain quality processes and templates
• Other duties pertaining to quality, documentation, and compliance as assigned

**What You Need to Be Successful in This Position**

Proven capability in several of the following areas:

• Exceptional aptitude for organization and learning and maintaining knowledge across a large set of documentation and related assets
• Extreme attention to detail
• Excellent written and verbal communication skills, spanning digital channels (email, Microsoft Teams, and others)
• Previous experience in successfully managing documentation within a PLM system
• Ability to handle multiple responsibilities and timelines, monitoring progress of each and ensuring success with open communications to internal Liqid teams and our partners
• Microsoft Office (Word, Excel, PP, Teams) and an aptitude to learn technology tools
• High School Diploma or GED
• US Citizenship or Permanent Resident status

**Preferred Qualifications & Experience**

• Experience working in an IT infrastructure company (software, hardware, data centers, MSPs, various storage, networking, or computing companies)
• Experience with PLM & ERP systems, NetSuite, and Arena experience highly preferred
• Experience working w/ NRTLs such as UL (Underwriters Labs)
• Experience with regulatory / compliance frameworks such as RoHS, REACH, or WEEE
• Experience working within a Quality Management System
• Bachelor’s degree in a technical field or equivalent experience

**Compensation and Benefits**

• Compensation range: $90,000-$110,000
• Generous Medical/Dental/Vision/Life/Disability benefits package
• 401K with eligibility to enroll immediately
• Flexible, casual work environment
• Free daily lunches provided in the office
• Unlimited PTO
• Significant exposure to senior-level executives at a fast-growing startup
• Ability to impact the creation of processes and policies within an early-stage organization
• A great team who is invested in seeing the organization grow
Liqid is committed to a diverse and inclusive workplace. Liqid 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.