

## Receptionist

This position will play a key role in the success of LiquidFrameworks' business. You will be the first person in the Company that visitors meet when they come to our offices. If you are an energetic person with a positive attitude, this is the role for you.

### Position Responsibilities

- Serves visitors by greeting, welcoming, and directing them appropriately
- Notifies company personnel of visitor arrival
- Answering the main telephone line and referring inquiries
- Directs visitors by maintaining employee and department directories; giving instructions
- Maintains security by following procedures; monitoring logbook; issuing visitor badges
- Assisting with a variety of administrative tasks including copying, faxing, taking notes and making travel plans
- Assisting Marketing with a variety of administrative tasks related to marketing efforts such as sending customer appreciation gifts, direct mailings, etc.
- Preparing meeting and training rooms
- Performing ad-hoc administrative duties
- Sorting and distributing mail

### Requirements

- Telephone skills, verbal communication, listening, professionalism
- Microsoft Office skills
- Customer focus, organization, informing others, handles pressure, supply management
- Consistent, professional dress and manner
- Confidentiality in handling sensitive company or customer information
- Prior experience as a receptionist would be helpful.

### Position

- This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- This position has no supervisory responsibilities.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- This is a full-time position.

### About LiquidFrameworks

LiquidFrameworks is a fast growing, leading provider of cloud-based, mobile field operations management solutions serving the energy, industrial and environmental services industries. LiquidFrameworks' FieldFX® solution provides companies with numerous benefits, including increased and accelerated revenue capture, increased cash flow, improved contract compliance, increased invoice accuracy and improved customer responsiveness. During January 2019, the company announced it had

received a strategic growth investment from Luminate Capital Partners, an enterprise software-focused private equity firm. LiquidFrameworks is based in Houston, Texas.

## Compensation

- Competitive Salary
- 401(k) – Fidelity (matching 100% of the 1st 3% and 50% of the next 2%)
- Medical, Dental, Vision and AD&D Insurance
- Long-term & Short-term Disability Insurance
- Life Insurance (LiquidFrameworks pays for the first \$50k of benefits)
- 10 annual PTO days
- 10 paid holidays
- In-building garage parking paid by LiquidFrameworks
- Access to Fitness Center located in our building

This position is located in Houston, TX. The successful candidate must reside in the Houston area, and be able to work at our corporate office in Greenway Plaza. No travel will be required for this position. Applicants must possess US work authorization which does not require sponsorship by the employer for a visa. If you feel that you are qualified for this position, please send your resume to [resumes@liquidframeworks.com](mailto:resumes@liquidframeworks.com).

LiquidFrameworks is an equal opportunity employer. LiquidFrameworks considers applicants for all positions without discrimination on the basis of race, color, religion, sex, national origin, age, marital or veteran status, disability, or any other legally protected status. No question in the recruiting process is used for the purpose of limiting or excluding any applicant's consideration for employment on any basis prohibited by local, state, or federal law. The benefits in this letter are subject to change according to the then current in-force benefits adopted by LiquidFrameworks. This position is for an at-will position within LiquidFrameworks, Inc.