



XL Hybrids, Inc.
145 Newton Street
Boston, MA 02135

Job Title: Office Manager, Executive Assistant and Admin support

XL Hybrids Inc. is looking to bring on board an experienced Office Manager that can provide Executive Assistance and Administrative support for the finance and HR function. This role requires multi-tasking at many levels, and a great opportunity for someone to manage all activities of growing company.

About XL Hybrids:

XL Hybrids is an exciting, high-growth hybrid vehicle technology company founded by MIT alumni. We have developed cutting-edge technology and commercialized electrification and connectivity products for the commercial vehicle sector (vans, trucks, and buses) to become the leader in the North American market. We are a small but rapidly growing team, with a state-of-the-art engineering facility based in Boston. We are looking for high-energy, creative, and ambitious people to join our development team.

We offer a competitive salary, meaningful stock ownership, 401K, health benefits, a great work environment and the opportunity to enter a high-growth startup company. We are recruiting candidates who have demonstrated leadership and excellence throughout their careers and are excited by the prospect of tackling challenging technical problems.

Responsibilities

- Office manager responsibilities:
 - Managing the office supplies & kitchen inventory
 - Handling in-coming calls
 - Coordinate Friday office lunches, BBQs and Office Outings
 - Managing and providing input on office productivity equipment like printers, copiers, phones
 - Pick and manage mail
 - Assist with space management and office expansion projects as needed
- Executive Assistant responsibilities:
 - Provide support to the executive team in managing all aspects travel, manage calendar and coordinate meetings with internal as well as external parties
 - Keep a focus on relationship building and foster positive relationships with employees
 - Have flexibility as needed during “off hours” to answer questions and/or troubleshoot travel or meeting issues

- Capacity to seek out and implement efficiencies
- Able to work full-time in the Boston office
- Candidate will report to the CEO and VP Finance

- Finance & Human Resources Admin responsibilities:
 - Filing of invoices and sorting mail for invoices and checks and other correspondence
 - Scanning documents and emailing as needed
 - Maintaining on-boarding documents and HR folders for employees
 - Assisting in coordinating resources during ERP implementation
 - Assist during Annual audits by external firm

- XL Hybrids is a dynamic, growth business and sees this role as an important addition to our team. A team player with a “can-do” attitude will find this role right up their alley

Minimum Qualifications

- BA or BS from a 4-year college
- Excellent knowledge of MS Office, Excel, PowerPoint, Outlook Calendar
- Exemplary planning and time management skills
- Ability to multi-task and prioritize tasks
- Excellent verbal and written communications skills
- Discretion and confidentiality
- Help maintain a clean and orderly work environment at the facility
- Must be able to work full time at the XL Hybrids office in the Brighton area of Boston, MA

Contact: please send your resume to careers 'at' xlhybrids.com with “Office Manager” in the subject heading.