



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

Job Title: Inventory Coordinator

XL Hybrids seeks an experienced Inventory Coordinator to support our growing deployment of hybrid electric commercial vehicles operating with commercial fleets across the United States and Canada.

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 fun 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

- Full-time position in the Boston office
- Maintaining constant awareness of material flow (Day-to-day and Week-to-week)
 - In constant engagement and communicating with Supply Chain Team
- Actively oversee day-to-day control of inventory levels in our Boston, MA and Quincy, IL offices and at 25+ remote partner facilities ('upfitters')
 - Take lead on quarterly inventory counts
 - Build relationships with material managers at upfitters to drive continuous improvement
- Coordinating install timing with Production Manager
- Coordinating with Supply Chain Manager on parts needed for production/R&D/service
- Picking/packing/transacting/shipping parts for service needs
- Execute RMA of defective components
- Assist in coordinate Inbound/Outbound shipping (includes international to Canada)
 - Bill of Ladings (BOLs)
 - Customs Invoice
 - Commercial Invoice
 - HazMat Shipments
- Assist with shipment tracking to ensure on-time arrival
- Review shipping invoices to be sure they are accurate
 - Entering shipping invoices into online bill paying website
- Candidate will report to the Supply Chain Manager

Additional Responsibilities based on experience/interests

- XL Hybrids is a dynamic, growth business, so joining our team means that you will have a wide scope of work and responsibilities that may shift with rapidly growing areas of the business.

Minimum Qualifications

- A team player who can contribute in cross-functional ways
- Ability to independently carry out job assignments
- Track record of excellent and effective communication
- Ability to accurately communicate complex and time-sensitive information
- Basic understanding of hybrid electric powertrains, and their componentry
- Proficient understanding of operations, shipping, inventory management and supply chain
- Capacity to manage multiple projects/tasks simultaneously
- Demonstrated professionalism (e.g., cooperation, courtesy, assertiveness, and non-defensiveness, accepting constructive criticism, and maintaining confidence)
- Ability to effectively handle stressful situations (resolving conflicts and meeting deadlines)
- Excellent teamwork skills while working under pressure
- Motivated, eager to face new challenges provided by an emerging technology product company
- Proficient computer skills (general PC, internet, and network use; MS Office use)

Preferred Qualifications

- Bachelor's degree
- Proficiency with inventory management or ERP system(s)
- Familiarity with lean inventory practices
- Previous distribution or warehousing experience

Contact: please send your resume to careers 'at' xlhybrids.com with "Inventory Coordinator" in the subject heading.