



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

---

## About XL Hybrids:

**CO2 emissions from transportation recently surpassed the power sector as the largest source of greenhouse gas emissions in the United States. Fleet vehicles account for over 25% of these emissions yet account for only ~5% of the vehicles on the road.**

XL Hybrids is a pioneering developer of hybrid electric and plugin hybrid-electric powertrains that reduce oil consumption while also providing a good financial return. Our systems are available on Ford, GM, and Isuzu vehicles, and we sell to the largest fleets in the world such as Verizon, FedEx and Pepsi.

Our fleet-ready™ electrification systems deliver cost-effective solutions that enables commercial and municipal fleets to quickly and efficiently reduce transportation fuel consumption, lower operating costs, and measure performance to meet corporate sustainability goals.

Founded by alumni of the Massachusetts Institute of Technology, we are an ambitious and rapidly growing team, with a state-of-the-art engineering facility in Boston. We are rapidly deploying our technology and are looking for high-energy, creative, and ambitious people to join our team.

At XL Hybrids we offer a competitive salary, meaningful stock ownership, 401K, health benefits. Additionally, we offer a fun work environment and the opportunity to enter a high-growth startup company. We are looking for candidates who have demonstrated leadership and excellence throughout their careers but are also excited about the prospect of creating positive change for our environment through the transformation of the fleet vehicle industry.

## Job Title: IT Specialist

XL Hybrids is planning to grow from 25 employees to 60+ employees in 2018. We are looking for a motivated and independently minded individual to take ownership of our back office IT infrastructure, work with employees and vendors to make our infrastructure consistent, stable, secure and cost-effective IT support.

## Responsibilities

- Manage general office IT infrastructure and employee support
  - Define strategy and manage office IT services either internally or through best-in-class vendors.
    - workgroup software configuration and updates
    - email services
    - network security and VPN
    - data backup
  - Provide support to XL Hybrids team members for various IT issues that they may encounter not addressed by outsourced IT services

- Manage company-owned laptops and desktop hardware (Windows, MacOS and Ubuntu).
- Manage other company-owned peripherals such as printers, routers, etc.
- Support new employee on-boarding, including purchasing and configuring equipment
- Manage phone and internet services
- Support key enterprise software systems directly or with implementation vendors including
  - Solidworks ePDM,
  - Salesforce,
  - New ERP system (to be selected and deployed this quarter),

**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. Possible opportunities include:

- Managing/supporting our corporate website.
- Software integration via APIs with internal systems and 3rd party tools.
- DevOps tasks and managing our cloud-infrastructure.

**Qualifications:**

- 3-5 Years experience working in a corporate IT support role.
- A bachelor’s degree or equivalent experience.
- Familiarity with the current landscape of IT service options including cloud services as well as on-premises solutions.
- The ability to work independently and proactively.
- Experience working with vendors and making IT strategy decisions.
- The ability to roll-up their sleeves and work on low-level IT challenges such as configuring backup servers or troubleshooting workstation issues.
- Must be able to work full time in XL Hybrids’ Boston office.

**Contact:** please send your resume to careers ‘at’ xlhybrids.com with “IT Specialist” in the subject heading