



# AVOCADO THE WORLD'S MOST ADVANCED NETWORK



**JOB TITLE:** 3PL SUPERVISOR  
**REPORTS TO:** QUALITY ASSURANCE MANAGER  
**DEPARTMENT:** LAREDO RIPE CENTER  
**LOCATION:** LAREDO, TX

Mission Produce is the global leader in the worldwide avocado business, with additional offerings in mangos. Since 1983, we have invested in people, state-of-the-art technology, and avocado-specific and ripening infrastructure to expertly serve our customers, growers, and partners in over 25 countries. We own and operate four packing facilities in multiple global locations including California, Mexico, and Peru. Our global distribution network includes 12 forward distribution centers in North America, China, and Europe, which promote company expansion into new territories and categories. Throughout our history, we have remained rooted in honesty, respect, and loyalty to provide a year-round supply of high-quality fruit from field to fork.

## **JOB SUMMARY**

3PL (Third-Party Logistics) Supervisor ensures proper procedures and processes are followed in order to accurately maintain third party inventories and satisfy order fulfillment. Function as the liaison between Mission Produce and all 3PL customers regarding daily inventory counts, order status, carrier updates and all communication deemed necessary. Responsible for the training of employees on proper shipping and receiving processes. Will also support all company inbound and outbound activities when required.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Supervise and direct the daily operations. Monitor and assist in managing 3PL using proper standard operating procedures
- Reports weekly office progress to the General Manager and senior management to provide KPI's or required reports
- Interviews, hires and trains staff according to company procedures and policies
- Conduct routine inspections of processes to look for improvement opportunities and provide solutions to General Manager
- Ensure all 3PL transactions are charged appropriately as per Mission's 3PL charge sheet

- Ensure billable services are reported accurately to Operations Coordinators for accurate processing
- Develop strong and integrated relationships with our 3PL customers and communicate all required information to them
- Creates SOP's for all processes and ensures effective cross training amongst all staff members
- Oversee all 3PL in-bound and out-bound operations
- Conduct daily, weekly and monthly inventory counts for 3PL customers
- Ensure all 3PL inventory software's are updated and accurate (D365, Famous, etc)
- Ensure relevant paperwork flow is consistent and timely
- Organize and communicate the staging of orders, proper loading procedures, proper scanning procedures, storing procedures, and clerical procedures for shipping department
- Ensure shipping areas are in compliance with sanitation and food safety cleanliness standards
- Create schedule for all shipping department staff based on the needs of the Distribution Center
- All other duties as assigned

#### **MINIMUM QUALIFICATIONS & REQUIREMENTS**

- High School diploma or 5 years relevant experience
- Ability to work in a fast pace, high stress environment
- Ability to work according to food safety regulations
- Forklift Operator certification
- Ability to be flexible with hours
- Effective interpersonal communication skills
- Experienced in Microsoft Office
- Bilingual in English and Spanish (Preferred)
- Knowledge of AS400/inventory systems (Preferred)

#### **WORKING CONDITIONS**

- Ability to lift or move 25 to 50 pounds
- Ability to work in temperature-controlled environment from 34°F – 42°F
- Safely work near moving mechanical parts and equipment

