



AVOCADO THE WORLD'S MOST ADVANCED NETWORK



JOB TITLE: BENEFITS SPECIALIST
REPORTS TO: DIRECTOR OF HUMAN RESOURCES
DEPARTMENT: HUMAN RESOURCES
LOCATION: OXNARD, CA

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

The Benefits Specialist is responsible for managing and administering the employee benefits program. This person will work alongside the Human Resources department and oversee the allocation of employee benefits packages. They must be well-versed in retirement and insurance plans and have strong communications skills, acting as the go-to person for new hires and long-standing employees looking to make the most out of what their employer offers.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Knowledge of benefits including, but not limited to health insurance options, flexible spending plans, and deferred compensation.
- Responds to employee inquiries regarding leave requests including medical leaves.
- Identifies who is eligible for coverage under the law including any future mandates.
- Acts as the liaison with the Department of Family Medical Leave and Workpartners to provide employee information as requested.
- Ensures compliance with state and federal regulations including, but not limited to ERISA, FLSA, FMLA, and HIPPA.
- Manages and participates in internal and external audits and testing (e.g., 401k, discrimination testing, IRS, DOL, etc.) ensuring overall plan compliance.
- Participates in quarterly 401k committee overseeing deferred comp and 401k programs.
- Promotes ongoing participant education and effective utilization of the benefits program.
- Manages the administration of US and Canadian benefits programs.

- Provides support to Director of Human Resources regarding development and implementation of benefits strategy.
- Manages open enrollment process including carrier renewals and participation communications.
- Manages benefit vendor and benefits broker relationships.
- Manages leave administration process, including absence management, vendor relationships, leave components, and ADA accommodations requests.
- Manages benefit communications for all participants, including new hires, employees with status changes, COBRA participants, benefits enrollment meetings, benefits newsletter, and company intranet postings.
- Maintains metrics of health plans, including funding and invoicing.
- Manages the company's 401k plans including the plan record keeper and the 401k processes: Match True Up, compliance testing, plan audits, 5500 filings, etc.
- Keeps Human Resources staff updated regarding benefits changes.
- Manages benefit vendor/carrier invoice process.
- Manages the company's wellness program, including enhancement of program communications, conducting onsite health fair in conjunction with flu shots, Wellness Program HRA, wellness challenges, etc.
- Manages flexible spending accounts and HAS vendors.

MINIMUM QUALIFICATIONS & REQUIREMENTS

- Minimum of 2-5 years prior work experience in Human Resources, specializing in Benefits Administration.
- Strong written and verbal communication skills.
- Proficient computer skills (Word, Excel, and PowerPoint).
- Flexibility to work on special projects and unexpected events while completing routine tasks on a timely basis.
- Strong ability to be hands-on, work independently, and remain self-motivated with minimal direct supervision.
- Proven ability to be result-focused, driven, and translate priorities and actions into measurable results.
- Strong organizational skills and close attention to detail.
- Bilingual in English and Spanish preferred.

MISSION PRODUCE CALIFORNIA EMPLOYEE PRIVACY POLICY

This privacy policy ("Policy") sets out how Mission Produce uses and protects any information that you may give Mission Produce in the context of your employment, job application, or other similar working relationship with Mission Produce. This policy also applies to the information we collect about your emergency contacts and individuals for whom we administer benefits relating to your employment with us.

CATEGORIES OF PERSONAL INFORMATION WE COLLECT:

- Identifiers such as your name, postal address, internet protocol address, email address, social security number, driver's license number, passport number, or other similar identifiers.
- Sensitive information, such as your bank account number, health insurance information, or employment history.
- Characteristics of protected classifications under California or federal law.
- Internet or other electronic network activity information.
- Audio, electronic, visual, or similar information.
- Professional or employment-related information.
- Inferences drawn from any of the above-listed categories of information

HOW WE USE YOUR PERSONAL INFORMATION

We use your personal information to facilitate your relationship with us, including to:

- identify and recruit employees, including by conducting due diligence into employee backgrounds;
- administer our benefit plans, including our health plans for dependents;
- meet our payroll needs;
- analyze your performance, conduct performance reviews, and adjust your role;
- maintain records, such as licensure and credentialing records relating to your role;
- support our HR functions, including handling employee claims, complaints, travel, and administering changes to employment status;
- contact you regarding your work with and relationship to us and in emergency situations;
- meet our legal requirements, such as confirming that you are eligible to work in the U.S.;
- maintain the security and confidentiality of our systems and information, including but not limited to trade secrets;

If you have any questions, please contact Becky Alaniz at balaniz@missionproduce.com.

