



AVOCADO THE WORLD'S MOST ADVANCED NETWORK



JOB TITLE: FRONT OFFICE COORDINATOR
REPORTS TO: ADMINISTRATIVE SUPERVISOR
DEPARTMENT: ADMINISTRATION
LOCATION: OXNARD, CA

We've grown to become the global leader in producing, sourcing, distributing and marketing fresh Hass avocados. As a vertically integrated and public company, we are focused on avocados and mangos. We provide customers in over 25 countries with the complete package—year-round supply, global availability, and value-added services.

Our partners are passionate and experienced growers from the most ideal growing regions in the world. To supply customers with the world's finest, we operate packing facilities in five countries and own 12 regional ripening centers worldwide. Our distribution centers and transportation capabilities ensure peak eating-quality from the tree to the customer. And when it comes to food safety, we adhere to the Good Agricultural Practices (GAP) program and Good Harvesting Practices (GHP). We proudly share responsibility with our growers to ensure total satisfaction for our customers.

JOB SUMMARY

Manage and coordinate the front office. Ensure all incoming calls are handled professionally. Greet and direct all visitors, including vendors, clients, job applicants, employees, and customers. Ensure all visitors sign-in and follow all company policies put in place.

ESSENTIAL DUTIES & RESPONSIBILITIES

Receptionist/Telephone: Oversee operations to ensure efficient customer service both internally and externally. Work to maintain full coverage of telephone during hours of operation. Welcome Mission visitors, determine the nature of business and announce visitors, including vendors, clients, job applicants, employees, and customers to appropriate employee.

1. Gain sufficient information from the caller to direct them to the appropriate person or department.
2. Check voicemail system each morning and forward messages to the appropriate mailbox.
3. Answer all questions professionally and provide visitors, callers, etc., with requested information.
4. Have all visitors sign in and wear visitor badge

Mail: Screen, receive, distribute to appropriate staff, sort and prioritize the mail, taking notice of required actions and due dates. When errors are found, exercise discretion in returning mail to the originators for correction and/or rewriting. Keep informed of postal regulations, UPS, FedEx, express mail, and other special mail services.

- Handle all confidential, sensitive and/or classified information/material strictly in accordance with company policies and written instructions and directions.
- File, photocopy, and fax as assigned.
- Handle special projects as assigned.
- Perform other duties as requested.

MINIMUM QUALIFICATIONS & REQUIREMENTS

High School Diploma

Minimum of 2 years of administrative background preferably supporting several managers and above

- Typing skills of 35 wpm, ten-key
- Bilingual (Spanish)
- Basic computer skills (Word, Excel, Outlook)
- Excellent communication, customer service, written and phone skills
- Strong ability to work independently and remain self-motivated with minimal direct supervision
- Ability to develop and maintain strong relationships at all levels of the organization
- Strong organizational skills and close attention to detail
- Ability to work overtime on short or without notice
- Excellent ability to communicate with diplomacy and tact
- Motivation: Have a self-motivated desire to perform above and beyond the expected.
- Quality: Must demonstrate accuracy, thoroughness, and commitment to complete tasks correctly the first time.

WORKING CONDITIONS:

- Office environment with frequent sitting, walking, and standing
- Occasional bending, stooping, and kneeling
- Frequent use of eye, hand and finger coordination enabling the use of office machinery
- Work productively in an environment with medium to high levels of interruption
- Able to concentrate in an open office "cubicle" environment
- Able to lift or move a minimum of 25 pounds.

