



AVOCADO THE WORLD'S MOST ADVANCED NETWORK



JOB TITLE: GLOBAL LOGISTICS ANALYST
REPORTS TO: SENIOR GLOBAL LOGISTICS MANAGER
DEPARTMENT: GLOBAL LOGISTICS
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 Logistics Analyst will oversee supply chain processes and product delivery by tracking invoices, shipment statuses, and delivery route activities.

ESSENTIAL DUTIES & RESPONSIBILITIES

- ☑ Develop a working relationship with Export sales, Global Compliance, Global Sourcing and customers to ensure current and future shipments.
- ☑ Follow logistics policies while ensuring objectives and customer requirements are met or exceeded.
- ☑ Provide status updates on ocean, air, and trucking shipments per Import/Export lanes.
- ☑ Review and approve shipping documents.
- ☑ Process invoices and maintain files for payments.
- ☑ Analyze freight costs to provide the best possible service, with optimal cost.
- ☑ Maintain export records to ensure compliance with regulations.
- ☑ Collect, interpret, and analyze types of logistics data, including the availability of product, reliability of transport and delivery, and other data related to product supply chain management, sourcing, and distribution.
- ☑ Maintain database(s) of logistics information.
- ☑ Track product flow from origin to delivery via web-based logistics systems and other appropriate methods of monitoring inventory and shipment vehicles.

- ☑ Review logistics processes and procedures; identify, recommend, and implement improvements to maximize delivery efficiency while minimizing costs.
- ☑ Review and analyze transportation costs, delivery processes, and inventory issues, such as short orders, and other fulfillment metrics.
- ☑ Use analytic methods and tools to understand, predict, and control logistics operations and processes.
- ☑ Monitor warehouse facilities to evaluate inventory transactions such as receiving, storage, and shipping.
- ☑ Perform other related duties, as assigned.

MINIMUM QUALIFICATIONS & REQUIREMENTS

- Proficient with Microsoft Office Suite or similar software.
 - Microsoft Dynamics and BluJay Solutions are a plus.
- Excellent written and verbal communication skills.
- Strong ability to work independently and remain self-motivated with minimal direct supervision
- Excellent analytical and problem-solving skills with the ability to analyze data timely, efficiently, effectively and work on multiple projects and assignments simultaneously
- Excellent ability to build and maintain cross-functional working relationships in a team environment
- Strong organizational skills and close attention to detail
- Ability to deal with changing objectives, deadlines, and priorities beyond one's control
- Ability to remain calm and unemotional in stressful situations

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following:

- **Problem Solving:** Identify and resolve problems in a timely manner; gather and analyze information skillfully; work well in group solving situations.
- **Interpersonal Skills:** Focus on solving conflict, not blaming; maintain confidentiality; listen to others without interrupting; keep emotions under control; remain open to other ideas and try new things.
- **Teamwork:** Balance team and individual responsibilities for group efficiencies; exhibit objectivity and openness to others' views; able to build morale and group commitments to goals and objectives. Strong conflict resolution skills.
- **Quality:** Demonstrate accuracy and thoroughness, assess own strengths and weaknesses; pursue training and development opportunities; strive to continuously build knowledge and skills; share expertise with others.
- **Languages – Bilingual,** proficiency in Spanish a plus.

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.