



# AVOCADO THE WORLD'S MOST ADVANCED NETWORK



**JOB TITLE:** HUMAN RESOURCES GENERALIST  
**REPORTS TO :** DIRECTOR OF HUMAN RESOURCES  
**DEPARTMENT :** HUMAN RESOURCES  
**LOCATION :** OXNARD, CA

Mission Produce is the largest global supplier of the world's finest avocados. For over 35 years we have invested in people, state-of-the-art technology and avocado-specific infrastructure to expertly serve our customers, growers and partners. Throughout our history we have remained rooted in honesty, respect and loyalty.

Mission Produce owns and operates state-of-the-art avocado packing facilities in multiple global locations including California, Mexico and Peru. In addition, our global distribution network includes 11 forward distribution centers in North America, China and Europe. Over the past 35 years, Mission has become recognized as the leader in the worldwide avocado business.

## **JOB SUMMARY**

The HR Generalist will be responsible for carrying out various responsibilities in various functional areas of human resources including but not limited to recruitment, selection, compensation, training, benefits, employee relations, labor relations, policies and procedures, performance management, and compliance.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Assist with recruitment of employees and temporary workers, screen resumes, coordinate with external employment agencies, and schedule interviews
- Perform onboarding activities including preparing offer letters, distributing, and collecting new hire paperwork
- Administer all employee benefits including but not limited to health, dental, prescription drug, life, flexible spending accounts, health savings accounts, long-term disability, and EAP

## MINIMUM QUALIFICATIONS & REQUIREMENTS

- Bachelor's degree
- Bilingual required (Spanish)
- Proficient in Microsoft Office Suite: MS Excel, Word, Project, and PowerPoint
- Attention to detail is a must, a quick learner, good problem solver, decision maker, facilitator, and communicator
- Self-directed, with the ability to work independently in a fast-paced environment, and aggressively drive project milestones to successful completion
- Ability to adapt and respond effectively to change, delay, and/or shifting priorities and goals

