



AVOCADO THE WORLD'S MOST ADVANCED NETWORK



JOB TITLE: IT ADMINISTRATIVE ASSISTANT
REPORTS TO : VICE PRESIDENT OF INFORMATION TECHNOLOGY
DEPARTMENT : INFORMATION TECHNOLOGY
LOCATION : OXNARD, CALIFORNIA

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 IT Administrative Assistant will provide administrative and clerical duties on various projects as directed by IT management.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Monitor, respond, and assign IT service requests utilizing our services desk platform
- Manage and maintain vendor contracts, invoices, purchase orders and requisitions
- Coordinate with Purchasing Department to investigate and review any issues with invoices and purchase orders
- Help build and maintain IT documentation
- Assist with IT training and training documentation
- Maintain IT filing systems including the tracking and maintenance of all correspondence, memorandums, and other departmental documentations including all confidential files

- Complete special assignments for all levels of managers that require collecting, organizing, and analyzing data and producing reports
- Prepare recurring reports of a confidential nature according to general directions by IT Management including the preparation of financial summaries
- Serve as a liaison between IT Managers and other department heads
- Assist Business Intelligence with reports and monitoring of discrepancies
- Translate e-mails, documents, phone calls, etc.
- Perform other duties as requested

MINIMUM QUALIFICATIONS & REQUIREMENTS

- Associate Degree and/or 3 to 5 years of strong administrative background preferably supporting several managers and above
- Bilingual (Spanish)
- Proficient computer skills (Word, Excel, Power Point, Outlook, MS Project and general IT skills)
- Excellent communication, customer service, written and phone skills
- Strong ability to work independently and remain self-motivated with minimal direct supervision
- Excellent ability to analyze data timely, efficiently, effectively, and multi-task projects and assignments
- Ability to develop and maintain strong relationships at all levels of the organization
- Strong organizational skills and close attention to detail

