



AVOCADO THE WORLD'S MOST ADVANCED NETWORK



JOB TITLE: PRODUCTION ASSISTANT
REPORTS TO : RIPE & INVENTORY MANAGER
DEPARTMENT : OPERATIONS
LOCATION : ATLANTA, GEORGIA

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

Works side-by-side with Ripe & Inventory, FDC Manager, and department managers to ensure production requirements are met to achieve Mission's goals. Production departments include – shipping, receiving, ripening, bagging and reprocessing.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist the Ripe & Inventory Manager
- Assist in facility operations including: shipping, receiving, ripening, bagging and reprocessing
- Understand and adhere to Mission's standard operating procedures for all operations
- Understand and navigate the inventory management system to accurately track all processes
- Stage fruit for inspections
- Understand the ripening stages and the customer specifications
- Accurately complete inspection logs pertaining to each department when necessary (i.e. ripe room logs/inspections and bagging inspections)

- Review inventory levels and customer orders to assist in planning effectively to meet customer demands
- Effectively communicate order status and changes to/from QA, Shipping, Sales, and Inventory teams (both at the facility and at the corporate office)
- Perform other duties as requested or assigned by the Production Supervisor or management at the facility

MINIMUM QUALIFICATIONS & REQUIREMENTS

- Forklift experience a plus
- Excellent verbal and written communication skills among team and other departments
- Strong problem-solving skills
- Ability and willingness to follow SOPs
- Good computer skills and proficiency in Microsoft Office
- Ability to prioritize a variety of tasks, in a fast-paced environment, and meet deadlines
- Ability to be flexible
- Must be able to work weekends and holidays if necessary
- Display a positive attitude towards tasks
- Ability to work in cold conditions from 38°F to 50°F
- Ability to lift or move a minimum of 25 pounds
- Ability to climb ladders to the top tier in the ripe rooms
- Safely work near moving mechanical parts and equipment
- Ability and willingness to stand, walk, stoop, kneel, crouch/bend as needed to perform essential tasks

