



# AVOCADO THE WORLD'S MOST ADVANCED NETWORK



**JOB TITLE:** PRODUCTION ASSISTANT  
**REPORTS TO:** PRODUCTION MANAGER  
**DEPARTMENT:** RIPENING  
**LOCATION:** SWEDESBORO, NEW JERSEY

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**

Works side-by-side with Production Manager, FDC Manager, and other 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 (e.g., 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**

- 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
- Forklift experience a plus

