



AVOCADO THE WORLD'S MOST ADVANCED NETWORK



JOB TITLE: PRODUCTION COORDINATOR
REPORTS TO : FDC MANAGER
DEPARTMENT : OPERATIONS
LOCATION : DENVER, COLORADO

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

Work side-by-side with Production Manager/Supervisor, Distribution Center Manager, and department managers to ensure production requirements are met to achieve Mission's goals. Coordinate day to day operations of shipping and receiving, ripening, and inventory.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist and coordinate with the FDC Manager and Assistant Manager the day to day operations
- Understand and adhere to Mission's ripening cycle. Understand the ripening stages and the customer specifications
- Accurately complete the ripe room checks daily and mark all required details clearly on the inspection logs
- Review inventory levels and ripe fruit 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 corporate office)
- Coordinate the shipping and receiving process for effectiveness and efficiency
- All other duties as assigned

MINIMUM QUALIFICATIONS & REQUIREMENTS

- Excellent verbal and written communication skills among the team and other departments
- Forklift experience (Preferred)
- Strong problem-solving skills
- Ability and willingness to follow standard operating procedures
- Proficient in Microsoft Office and general compute skills
- Ability to prioritize a variety of tasks in a fast-paced environment and meet deadlines
- Must have the ability to be flexible, including holidays and weekends
- Display a positive attitude towards tasks

WORKING CONDITIONS

- Ability to work in temperature-controlled environment from 34°F – 42°F
- Ability to lift or mover 25-50 pounds
- Safely work near moving mechanical parts and equipment
- Ability and willingness to stand, walk, stoop, kneel, crouch/bend as needed to perform essential tasks

