



AVOCADO THE WORLD'S MOST ADVANCED NETWORK



JOB TITLE: PRODUCTION COORDINATOR
REPORTS TO: FDC MANAGER
DEPARTMENT: CHICAGO RIPE CENTER
LOCATION: UNIVERSITY PARK, IL

Mission Produce is a global leader in the worldwide avocado business, with additional offerings in mangos. Since 1983, we have invested in people, state-of-the-art technology, and avocado-specific and ripening infrastructure to expertly serve our customers, growers, and partners in over 25 countries. We own and operate four packing facilities in multiple global locations including California, Mexico, and Peru. Our global distribution network includes strategically placed forward distribution centers in North America, China, and Europe, which promote company expansion into new territories and categories. Throughout our history, we have remained rooted in honesty, respect, and loyalty to provide a year-round supply of high-quality fruit from field to fork.

JOB SUMMARY

The Production Coordinator will learn all aspects of production for Mission Produce. They will work side-by-side with the FDC 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 with the day-to-day Shipping, Ripening, Bagging, and Quality operations.
- Coordinate distribution centers ripening orders. 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 the corporate office.)
- Coordinate the shipping and receiving process for in-bound and out-bound accuracy.
- Sanitation is a requirement.
- All other duties as assigned.

MINIMUM QUALIFICATIONS & REQUIREMENTS

- Excellent verbal and written communication skills among the team and other departments.
- Electric forklift and pallet jack experience (Preferred.)
- Strong problem-solving skills.
- Ability and willingness to follow standard operating procedures.
- Proficient in Microsoft Office and general computer skills.
- Knowledge of Microsoft Dynamics or similar WMS preferred.
- 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 a temperature-controlled environment from 34°F – 42°F.
- Ability to lift, lower, or maneuver 25-50 pounds and reach above head.
- Safely work near moving mechanical parts and equipment.
- Ability and willingness to stand, walk, stoop, kneel, crouch/bend as needed to perform essential tasks.
- Ability to safely use step ladders and work platforms.

