



# AVOCADO THE WORLD'S MOST ADVANCED NETWORK



**JOB TITLE:** PROJECT ADMINISTRATOR I  
**REPORTS TO:** CHIEF INFORMATION OFFICER  
**DEPARTMENT:** INFORMATION TECHNOLOGY  
**LOCATION:** OXNARD, CA

Mission Produce is the 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 12 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 Project Administrator will represent Mission's interests in the management of the Information Technology Department's Projects, utilizing the Project Management Institute's (PMI) project management methodology: deliverables, scope, quality, stakeholders, risks, and the realization of value to Mission. The Project Administrator will ensure good governance and transparency and with a high level of communication with the Mission team, Vendors, the Systems Integrators, and other stakeholders. The Project administrator will be responsible for helping establishing timelines, assigning resources, monitoring progress, assessment of vendor performance, and meeting the project(s) scope.

## ESSENTIAL DUTIES & RESPONSIBILITIES

- Responsible for leading minor and major projects from concept to completion
- Primary customer contact and liaison during the project
- Use written & communication skills to effectively facilitate meetings and project updates
- Manages, coordinates, and facilitates all aspects of the project with all departments of the internal team to ensure customer goals are in alignment with business objectives
- Effectively communicate program status or updates to leadership, prepare stage gate review information, facilitate stage gate approvals

- Characterize, resolve, or escalate issues, roadblocks, and project scope creep
- Assist with translating customer's requirements internally
- Alert appropriate parties regarding potential issues/changes from the original plan
- Effectively communicate program status or updates to leadership
- Works with internal teams to complete any necessary customer onboarding paperwork
- Coordinates and facilitate project postmortem lessons learned

## COMPETENCIES

To perform the job successfully, an individual should demonstrate the following:

- Analytical: Ability to collect and interpret data. Ability to research and problem solve independently.
- Problem Solving: Identify and resolve problems in a timely manner, gather and analyze information skillfully, work well in group solving situations, use reason even when dealing with emotional topics.
- Technical Skills: Assess own strengths and weaknesses, pursue training and development opportunities, strive to continuously build knowledge and skills, share expertise with others.
- Interpersonal Skills: Focus on solving conflict, not blaming, maintain confidentiality, listen to others without interrupting, remain open to other ideas and try new things.
- Teamwork: Balance team and individual responsibilities, exhibit objectivity and openness to others views, able to build moral and group commitments to goals and objectives.
- Motivation: Measure self against standard of excellence
- Quality: Demonstrate accuracy and thoroughness. Attention to detail.

## MINIMUM QUALIFICATIONS & REQUIREMENTS

- Bachelor's degree or equivalent combination of education and training
- 2+ years hands-on experience in Project Management
- Proven working experience in project management
- Solid organizational skills including attention to detail and multitasking
- Excellent communications, verbal, and written skills
- Strong working knowledge of Microsoft Office and Microsoft Project
- On-call and ability to work hours outside normal business according to business needs
- Ability to travel if needed to other remote sites

## PREFERRED QUALIFICATIONS

- Experience working on IT projects
- Bilingual in Spanish a plus

## MISSION PRODUCE CALIFORNIA EMPLOYEE PRIVACY POLICY

This privacy policy ("Policy") sets out how Mission Produce uses and protects any information that you may give Mission Produce in the context of your employment, job application, or other similar working relationship with Mission Produce. This policy also applies to the information we collect about your emergency contacts and individuals for whom we administer benefits relating to your employment with us.

### CATEGORIES OF PERSONAL INFORMATION WE COLLECT:

- Identifiers such as your name, postal address, internet protocol address, email address, social security number, driver's license number, passport number, or other similar identifiers.
- Sensitive information, such as your bank account number, health insurance information, or employment history.
- Characteristics of protected classifications under California or federal law.
- Internet or other electronic network activity information.
- Audio, electronic, visual, or similar information.
- Professional or employment-related information.
- Inferences drawn from any of the above-listed categories of information

### HOW WE USE YOUR PERSONAL INFORMATION

We use your personal information to facilitate your relationship with us, including to:

- identify and recruit employees, including by conducting due diligence into employee backgrounds;
- administer our benefit plans, including our health plans for dependents;
- meet our payroll needs;
- analyze your performance, conduct performance reviews, and adjust your role;
- maintain records, such as licensure and credentialing records relating to your role;
- support our HR functions, including handling employee claims, complaints, travel, and administering changes to employment status;
- contact you regarding your work with and relationship to us and in emergency situations;
- meet our legal requirements, such as confirming that you are eligible to work in the U.S.;
- maintain the security and confidentiality of our systems and information, including but not limited to trade secrets;

If you have any questions, please contact Becky Alaniz at [balaniz@missionproduce.com](mailto:balaniz@missionproduce.com).

