



AVOCADO THE WORLD'S MOST ADVANCED NETWORK



JOB TITLE: PURCHASING ADMINISTRATOR
REPORTS TO: SENIOR DIRECTOR OF GLOBAL PURCHASING
DEPARTMENT: PURCHASING
LOCATION: OXNARD, CA

We've grown to become the world's leader in producing, sourcing, distributing and marketing fresh Hass avocados. As a vertically integrated and public company, our total focus is avocados. 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 avocado growing regions in the world. To supply customers with the world's finest avocados, we operate packing facilities in five countries and own 11 regional ripening centers worldwide. Our distribution centers and transportation capabilities ensure peak eating-quality avocados 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

Responsible for directing and coordinating all administrative/clerical functions for the Purchasing Department under the direction of the Purchasing Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Pallet and RPC reconciliation and reporting
- Will require looking at shipments (receiving/transfers, shipments to customers) to report to Suppliers
- Issue, track and update departmental PO's as assigned
- Review purchase order status reports
- Prepare and assist in analyzing quarterly vendor evaluations. Will require maintaining and keeping up to date evaluation documentation
- Assist in vetting and acquiring supplier quotes

- Maintain all documentation related to C-TPAT and organizes accordingly, including initiating and following up with all vendor surveys
- Coordinate and assists with supplier audits
 - Generate various reports as required; maintain copies of reports generated, including reviewing purchase order status reports
- Provide information to accounting staff in a timely manner
- Interface with accounting staff regarding any invoice issues and resolution and accrual information
- Verify and process invoices relating to procurement staff transactions as assigned
- Research and resolve any invoice discrepancies
- Perform other duties as necessary

MINIMUM QUALIFICATIONS & REQUIREMENTS

- Bachelor's Degree in Business or another related field
- Minimum of 3-5 years' experience in Purchasing and/or Administration
- Bilingual (Spanish) required
- Proficient computer skills (Word, Excel, Power Point, and AS400 helpful)
- Excellent communication, customer service, written and phone skills
- Strong ability to work independently and remain self-motivated with minimal direct supervision
- Excellent ability to analyze data timely, efficiently, effectively
- Excellent ability to multi-task projects/assignments
- Ability to develop and maintain strong relationships at all levels of the organization
- Strong organizational skills and close attention to detail

