



AVOCADO THE WORLD'S MOST ADVANCED NETWORK



JOB TITLE: SHIPPING COORDINATOR
REPORTS TO : FDC MANAGER
DEPARTMENT : SHIPPING
LOCATION : CHICAGO, ILLINOIS

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

Coordinate the in-bound and out-bound shipments and assist the day-to-day operations of the Shipping Department. Coordinate between our facility, transportation, and the carriers. Communicate with drivers and shipping team to increase efficiency in our shipping and receiving process.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Coordinate daily with Shipping Supervisor, Inventory Supervisor, Transportation, Carriers, and Sales Team on the status of in-bound and out-bound orders
- Assign and review orders for accuracy
- Communicate with Forklift Drivers and assign orders for in-bound and out-bound to be loaded and off loaded
- Verify out-bound are properly packaged, identified, and accurately filled by comparing items and quantities against documents
- Complete all shipping documentation and processes
- Verify accuracy of incoming shipments by comparing items and quantities of loads against orders in system and shipping documents
- Receive rejections
- Coordinate 3PL shipping and receiving in appropriate system
- Answer shipping phone lines, assist drivers, and coordinate with gate attendant on truck movement in and out of our facility

- All other duties as assigned

MINIMUM QUALIFICATIONS & REQUIREMENTS

- High School Diploma or 2 years of relevant experience
- Ability to be flexible with hours
- Effective interpersonal communication skills
- Experienced in Microsoft Office
- Bilingual in English and Spanish (Preferred)
- Forklift experience (Preferred)
- Knowledge of AS400/inventory systems (Preferred)

WORKING CONDITIONS

- Ability to lift or move 25 to 50 pounds
- Ability to work in temperature-controlled environment from 34°F – 42°F
- Safely work near moving mechanical parts and equipment

