



**Job Title:** Shipping Coordinator  
**Reports To:** Shipping and Receiving Supervisor  
**Department:** Shipping and Receiving  
**Location:** Oxnard

We've grown to become the world's leader in producing, distributing and marketing fresh Hass avocados. As a vertically integrated company, our total focus is avocados. We provide customers all over the world 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 eight regional ripening centers in North America. 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. We are a company that values Fun, Innovation, Reliability, Success, and Trustworthiness.

### **Job Summary**

Assist in the day-to-day operation of the Shipping Department as directed by the Shipping Supervisor. Provide clerical and physical support in connection with shipping and receiving of a variety of products and produce.

### **Essential Duties & Responsibilities**

The Shipping Coordinator will be responsible for the following:

- ❖ Coordinate daily with the Shipping and Inventory Manager, Sales team, and plant supervisors on the status of orders to insure the timely shipment of product.
- ❖ Review all orders prior to shipment to ensure product availability
- ❖ Assign inventory to orders. Verify that outgoing shipments are properly packaged, identified, and accurately filled by comparing items and quantities against documents. Help load and unload shipments into and out of transporting vehicles
- ❖ Process and correct returns
- ❖ Receive OSP, Fruit in AS400
- ❖ Ship and Receive 3PL Products in Facility and Customer systems
- ❖ Operate Forklift and Palet Jack
- ❖ Receive OSP, Fruit in AS400
- ❖ Perform other duties as requested

**Minimum Qualifications & Requirements**

- ❖ High School Diploma or equivalent and 2 years of relevant experience
- ❖ Bilingual in English and Spanish
- ❖ Ability to work second shift
- ❖ Experience with Microsoft Office
- ❖ Ability and willingness to follow SOP's
- ❖ Ability to perform complex tasks as required
- ❖ Effective interpersonal communication skills
- ❖ Knowledge of AS400 (preferred)

**Working Conditions:**

- ❖ Ability to lift or move 25 pounds to 50 pounds depending on job category
- ❖ Ability and willingness to work in temperatures between 35 and 45 degrees
- ❖ Safely work near moving mechanical parts and equipment