



AVOCADO THE WORLD'S MOST ADVANCED NETWORK



JOB TITLE: SHIPPING COORDINATOR
REPORTS TO: SHIPPING SUPERVISOR
DEPARTMENT: SHIPPING
LOCATION: SWEDESBORO, NEW JERSEY

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

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-bounds and out-bound orders
- Assign and review orders for accuracy
- Communicate with Forklift Drivers and assign orders for in-bounds and out-bounds to be loaded and off loaded
- Verify out-bounds 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
- Coordinate Dry Goods Inventory to ensure accurate inventories and replenishment of dry goods
- Input materials requisitions as needed
- Support other departments as needed
- Perform all other duties as requested

MINIMUM QUALIFICATIONS & REQUIREMENTS

- High School Diploma or 2 years of relevant experience
- Ability to be flexible with hours
- Ability to work rotation Saturday schedule
- Effective interpersonal communication skills
- Experienced in Microsoft Office
- Bilingual in English and Spanish (Preferred)
- Forklift experience (Preferred)
- Knowledge of Microsoft Dynamics 365/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
- Ability to work in a fast-paced environment

