



# AVOCADO THE WORLD'S MOST ADVANCED NETWORK



**JOB TITLE:** SHIPPING COORDINATOR  
**REPORTS TO:** SHIPPING SUPERVISOR  
**DEPARTMENT:** SHIPPING  
**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**

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
- Perform all other duties as requested

### **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
- Ability to work in a fast-paced environment

