



AVOCADO THE WORLD'S MOST ADVANCED NETWORK



JOB TITLE: SHIPPING COORDINATOR
REPORTS TO: RECEIVING & DISTRIBUTION MANAGER
DEPARTMENT: SHIPPING
LOCATION: OXNARD, CA

Mission Produce is a 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 strategically placed 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 Receiving and Distribution Manager, 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
- 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 Microsoft D365 or experience or equivalent inventory management system is a plus

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

MISSION PRODUCE CALIFORNIA EMPLOYEE PRIVACY POLICY

This privacy policy ("Policy") sets out how Mission Produce uses and protects any information that you may give Mission Produce in the context of your employment, job application, or other similar working relationship with Mission Produce. This policy also applies to the information we collect about your emergency contacts and individuals for whom we administer benefits relating to your employment with us.

CATEGORIES OF PERSONAL INFORMATION WE COLLECT:

- Identifiers such as your name, postal address, internet protocol address, email address, social security number, driver's license number, passport number, or other similar identifiers.
- Sensitive information, such as your bank account number, health insurance information, or employment history.
- Characteristics of protected classifications under California or federal law.
- Internet or other electronic network activity information.
- Audio, electronic, visual, or similar information.
- Professional or employment-related information.
- Inferences drawn from any of the above-listed categories of information

HOW WE USE YOUR PERSONAL INFORMATION:

We use your personal information to facilitate your relationship with us, including to:

- identify and recruit employees, including by conducting due diligence into employee backgrounds;
- administer our benefit plans, including our health plans for dependents;
- meet our payroll needs;
- analyze your performance, conduct performance reviews, and adjust your role;
- maintain records, such as licensure and credentialing records relating to your role;
- support our HR functions, including handling employee claims, complaints, travel, and administering changes to employment status;
- contact you regarding your work with and relationship to us and in emergency situations;
- meet our legal requirements, such as confirming that you are eligible to work in the U.S.;
- maintain the security and confidentiality of our systems and information, including but not limited to trade secrets;

If you have any questions, please contact Becky Alaniz at balaniz@missionproduce.com.

