



AVOCADO THE WORLD'S MOST ADVANCED NETWORK



JOB TITLE: SHIPPING SUPERVISOR
REPORTS TO: SHIPPING AND RECEIVING MANAGER
DEPARTMENT: SHIPPING
LOCATION: SWEDESBORO, NJ

We've grown to become the global leader in producing, sourcing, distributing and marketing fresh Hass avocados. As a vertically integrated and public company, we are focused on avocados and mangos. 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 growing regions in the world. To supply customers with the world's finest, we operate packing facilities in five countries and own 12 regional ripening centers worldwide. Our distribution centers and transportation capabilities ensure peak eating-quality 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

The Shipping Supervisor will be responsible for the Shipping and Receiving Department.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Oversee all Shipping/Receiving operations
- Schedule department personnel
- Communicate with Sales, Transportation and Inventory to ensure company daily shipping objectives
- Facilitate the processing of orders in the system
- Oversee the assignment of inventory to orders
- Coordinate the staging of orders for shipment
- Assign daily tasks to forklift operators
- Assure proper training is provided to all department personnel
- Coordinate and oversee all aspects of department safety
- Perform hourly evaluation and checks on all areas of the process

- Ensure all procedures are updated and followed by operators implementing methods of testing to ensure competency
- Communicate/Coordinate with the Quality Assurance Department to ensure that all Quality Assurance objectives in the Shipping Department are met
- Ensure GMP compliance and Food Safety
- Make sure the shipping area is clean and always tour-ready
- Ensure shipping area is health department compliant at all times
- Ensure procedures are followed as written in company Standard Operating Procedures
- Complete department reports for analysis with FDC Manager
- Daily visual machine operation evaluation
- Coordinate Forklift Maintenance and Cleaning
- Report and follow up on all machinery work orders
- Ensure that all department equipment is maintained properly (greased, lubed, etc.)
- Ensure that all forklift logbooks are filed out properly

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following:

- Analytical: Ability to collect and interpret data. Ability to research and problem solve independently
- Problem Solving: Identify and resolve problems in a timely manner, gather and analyze information skillfully, work well in group solving situations, use reason even when dealing with emotional topics
- Technical Skills: Assess own strengths and weakness, pursue training and development opportunities, strive to continuously build knowledge and skills, share expertise with others
- Interpersonal Skills: Focus on solving conflict, not blaming, maintain confidentiality, listen to others without interrupting, remain open to others' ideas and try new things
- Teamwork: Balance team and individual responsibilities, exhibit objectivity and openness to others' views, able to build moral and group commitments to goals and objectives
- Motivation: Measure self against standard of excellence
- Quality: Demonstrate accuracy and thoroughness. Attention to detail

MINIMUM QUALIFICATIONS & REQUIREMENTS

- Knowledge of Microsoft D365 or experience with equivalent inventory management system
- Able to work in a fast-paced, high stress environment
- Ability to communicate with employees, managers and coworkers in a team environment
- Able to work according to food facility regulations
- Bilingual in English and Spanish preferred
- Forklift Operator certification



- Show leadership qualities
- Must be familiar with MS Office
- BS or BA degree in related field