



# AVOCADO THE WORLD'S MOST ADVANCED NETWORK



**JOB TITLE:**                    **WORKER'S COMPENSATION ADMINISTRATIVE ASSISTANT**

**REPORTS TO :**                **NORTH AMERICA EHS MANAGER**

**DEPARTMENT :**              **FOOD SAFETY & COMPLIANCE**

**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**

The Workers' Compensation Administrative Assistant position requires in-depth knowledge of workers' compensation. The candidate must conduct work in accordance to all environmental, health, and safety laws that are specified in international, federal, and state guidelines. The candidate will track and be fully involved in all workers compensation claims from doctor visits to closing claims.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Monitor workers' compensation program to maximize cost savings
- Analyze and track trends to improve aspects of operation

- Serves as the secondary contact point on all environmental issues including regulatory compliance, Haz Mat training, hazardous waste disposal and documentation
- Work with EHS to minimize accidents
- Review doctor visits, be the conduit between provider and employer while meeting the needs of all parties involved
- Communicate to injured employees on RTW, doctor appointments and HR needs
- Provide periodic feedback to management as well as team members using all available technologies regarding regulatory compliance issues
- Analyze WC claims using methodologies to determine factors such as cost, effectiveness, and root causality
- Maintain constant communication with WC Carrier to be involved in litigation and outstanding claims
- Close workers compensation claims fairly and quickly
- Participate in all regulatory inspections. Assist with corrective actions from these visits
- Oversee the Return to Work Program, working with reporting managers and injured employees, determine job duties for modified duty

#### **MINIMUM QUALIFICATIONS & REQUIREMENTS**

- Experience opening and closing workers' compensation claims
- Knowledge of litigation and settling complicated claims
- Disciplined record keeping, documentation skills, and attention to detail
- Good organizational skills
- Perform job tasks objectively
- Ability to accomplish and manage tasks in a timely manner without constant direct supervision
- Able to work in a fast paced, high stress environment
- Ability to communicate with employees, managers, supervisors, and coworkers in a team environment
- Able to work, monitor and enforce safety and food facility regulations
- Intermediate levels in Microsoft Office
- Able to understand the Mission codes of product and materials
- BS or BA degree in a related field required
- Bilingual in English and Spanish required

## WORKING CONDITIONS & DEMANDS

- Fast paced cold and wet environment
- Food facility requires food safe behavior
- Standing, bending, kneeling, and crouching for prolonged periods of time
- Stand for an 8-hour shift
- Work in cold conditions from 38°F to 50°F
- Make decisions in a high stress environment
- Work around and monitor employees who are working around conveyors and other moving equipment
- Able to lift 25 to 48 pounds to a minimum height of 36 inches
- Lifting, pushing, pulling, and grasping while standing and kneeling
- Able to perform the essential function of the job with or without accommodation

