



Job Description:

- Download temp recorders from shipments.
- Inspect incoming shipments for quality and condition.
- Complete an inspection sheet upon arrival with all pertinent information and enter it on Navision.
- Photograph the deficiencies of any incoming shipment.
- Responsible to determine if a sea container can be offloaded if there has been a temperature breach.
- Maintain a daily inventory of all staged orders in the coolers and report to warehouse manager of any order/product left behind from orders already shipped, voided order or double staged orders.
- Coordinate and assign lots for any transfer request from procurement.
- Insure ongoing shipments are tagged properly when they need to be tagged with any specific instructions/labels.
- Responsible for investigate/correct discrepancies/issues related to inventory/orders.
- Maintain records/documents for future investigations regarding inventory.
- Upload the information in the appropriate database.
- Assist with any transfers when is needed (moving product from different warehouse locations).
- Notify the appropriate personnel when product do not meet customer specifications
- Insure a revision is done in the system when is require for product substitution.
- Assist on training current employees and new hires.
- Help receiving to receive and inspect product.
- Assist in filing documentation for department.
- Report questionable product quality to Procurement Manager and QA Supervisor.
- Insure inventory of each cooler match on what system shows and communicate of any discrepancies to inventory control Supervisor.
- Responsible for inventory rotation.
- Responsible for the rotation of the product based on QUALITY AND CONDITION.
- Operate, train and follow up the ripening rooms, procedures and tasks related to ripen.
- Prepare and select sample products for customers, shows.
- Manage the QC/QA orders send by Sales Department.
- Responsible of making sure all orders are done correctly and with the right product.
- Research any rejection, complaint on the system.



- Maintain the warehouse in a clean and safe manner.
- Follow strict adherence to GMP's HACCP and Food Safety policies and procedures.
- Treat and maintain company assets with sense of ownership.
- Must be open to work open schedule as needed including weekend.

Qualifications:

- Able to lift up to 50 pounds to shoulder height and above
- Knowledge of general fresh produce quality
- Current forklift certificate.
- Proficient knowledge of Navision.
- Excellent ability to work as a team and self-driven
- Good attention to details and product quality
- Able to follow directions verbally and by phone.
- Demonstrated ability to exercise sound judgment in making recommendations and decisions within scope of responsibility.
- Must be able to work in a refrigerated environment from 34° F to 55° F depending of the cooler.