



2717 Tye Brook Hwy
Piney River, VA 22964
July 2026

Administrative Assistant and Receptionist

Saunders Brothers is a family-owned wholesale nursery, orchard, and farm market operation located in the heart of central Virginia. We are seeking a friendly, organized, and service-oriented **Administrative Assistant & Receptionist** to join our team.

This individual will serve as the first point of contact for customers, vendors, and visitors, helping create a welcoming and professional environment while providing administrative support across multiple departments. This is an excellent opportunity for someone who enjoys working with people, thrives in a fast-paced environment, and takes pride in keeping an office running smoothly.

If you've dreamed of working in a family-oriented company where integrity and passion are core values, we invite you to join the Saunders Brothers family.

What you'll do:

- Answer and direct incoming phone calls and manage general email inquiries.
- Greet visitors and ensure a positive and professional first impression of Saunders Brothers.
- Provide administrative support to the Finance Department, including:
 - Processing final invoices
 - Preparing monthly customer statements
 - Completing daily remote bank deposits
 - Making weekly bank runs
 - Maintaining office supply inventory
 - Assisting with other administrative tasks as needed
- Manage incoming and outgoing mail and package shipments through USPS, UPS, and FedEx.
- Assist with planning and coordinating company meetings, events, and special projects.
- Serve as a liaison with the maintenance team to help maintain the appearance and functionality of office facilities.
- Maintain cleanliness and organization of the front office, reception area, and conference rooms.
- Manage the shared corporate calendar and coordinate scheduling for: meeting rooms, company vehicles, office activities and events
- Support various departments with administrative projects and other duties as assigned.

What you need:

- High school diploma or GED required.
- Minimum of two years of work experience preferred.
- Strong communication, organizational, and customer service skills.
- Excellent attention to detail and accuracy.
- Computer skills, including: Microsoft Outlook/Exchange, Microsoft Word, Microsoft Excel, Google Workspace applications

- Ability to prioritize tasks and manage multiple responsibilities effectively.
- Ability to perform the physical requirements of the position.
- Strong work ethic, positive attitude, and willingness to work as part of the Saunders Brothers team.

This position will answer directly to the Director of Human Resources of Saunders Brothers, Inc.

Work Time and Hours: Normal working hours are Monday through Friday 7:45 AM to 5 PM with 30 minutes to one hour for lunch. The individual must be willing to work additional hours and very occasional Saturdays as workload dictates. This is a full-time, year-round position. Vacation must be approved in advance.

Compensation & Benefits: Saunders Brothers offers a competitive hourly wage (\$16-19 per hour) based on experience and qualifications, along with a comprehensive benefits package that includes:

- Health insurance
- Paid vacation
- Short-term disability insurance
- 401(k) retirement plan (eligible after one year of employment)
- Employee discounts on plants, farm market products, and seasonal fruit
- Professional development and training opportunities

Drug Testing and Background Checks: Saunders Brothers is committed to maintaining a safe, healthy, and drug-free workplace. Employment is contingent upon successful completion of a background check and may include random, reasonable suspicion, and post-accident drug testing.

Start Date: Open until filled. Position will begin as soon as a qualified candidate is identified and successfully completes the hiring process.

How to Apply: Interested candidates should submit a completed application to Applications and additional information can be found at: www.saundersbrothers.com.

Come grow with us and help create an exceptional experience for our employees, customers, and visitors every day!

Saunders Brothers Core Values

Faith- Our Core Values and business practices are directed by our Christian faith.

Integrity- Honesty and truthfulness are foundational to our business and we seek to do what is morally and ethically right.

Passion- We strive to enthusiastically share our love for Agriculture by connecting people with plants, fruit, and the farm.

Family- The Saunders Brothers' Family includes and fosters many diverse families, generations, races, religions, and nationalities.