



2717 Tye Brook Hwy  
Piney River, VA 22964  
May 4, 2022

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## **Administrative Assistant and Receptionist** **Position Description**

**Position Description:** Saunders Brothers is a wholesale nursery and orchard operation in central Virginia. Saunders Brothers is looking for Administrative Assistant and Receptionist. This employee will work in our main office to create a hospitable experience for our employees and guests while also assisting in varied administrative tasks for our team.

### **Duties:**

- Answer phones and manage general email inquiries.
- Greet guests and ensure a positive first impression of our business.
- Coordinate the scheduling of all activities and facilities of main office to include meeting spaces, vehicle sign-out, and errands.
- Assist finance team in processing final invoices and other items as requested.
- Manage USPS inbound and outbound, and UPS and FedEx outbound packages.
- Assist all departments as needed.
- Assist purchasing in maintaining an inventory of office supplies.
- Assist in special planning events as requested.
- Serve as liaison with maintenance team to maintain aesthetics and functionality of office building.
- Coordinate purchasing of goods and services as directed by management.
- Update office phone system as needed for special announcements and report general maintenance issues to IT.
- Update the pictures of company events on television monitors in office and lunchrooms.
- Perform other duties as directed.

### **Requirements:**

- Must have a high school diploma or equivalent GED and a minimum of 2 years of work experience.
- Must have excellent math, communication, and organizational skills with excellent attention to detail.
- Must have excellent computer skills including Microsoft Exchange/Outlook, Excel, Word, and Google Applications.
- Must be physically capable of performing the responsibilities and requirements of this position.
- Must have a strong work ethic and willingness to work with Saunders Brothers 'Family'.

**Supervisor:** This position will answer directly to the Chief Financial Officer of Saunders Brothers, Inc.

**Pay and Benefits:** We offer a competitive hourly rate, health insurance, vacation package, retirement bonus, paid short term disability insurance, and employee pricing on plants and farm market items. We also offer professional training and staff development for staff. This is a full-time year-round position.

**Work Time and Hours:** Normal working hours are Monday through Friday 7:45 AM to 5:00 PM with a minimum of a half hour for lunch. Hours may vary. The individual must be willing to work additional hours and occasional Saturdays as workload dictates. This is a full-time year-round position. Vacation is highly discouraged during peak seasons.

**Drug Testing and Background Checks:** Saunders Brothers is committed to providing a drug-free and safe workplace. Therefore, this individual will be subject to random drug testing, reasonable suspicion testing, and will be subject to post-accident testing. In addition, the applicant will be subject to a background check.

**Information and Application:** Contact Mari Johnson at [mjohnson@saundersbrothers.com](mailto:mjohnson@saundersbrothers.com). The job description can be seen at [www.saundersbrothers.com](http://www.saundersbrothers.com) and the application downloaded or completed from the website. Application must be submitted with resume to be considered.

**Start Date:** As soon as a qualified applicant is identified.

### **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.

### **Business Purpose**

To make a profit doing something we love.

To have a positive impact on our employees, customers, suppliers, community, and environment.

To provide a productive, nurturing, and fulfilling environment for our team.

### **Strategy**

To be a premier supplier of superb-quality plant material for garden centers, landscapers, and public gardens throughout the Eastern United States.

To be a premier supplier of extraordinary fruit to the people of the Mid-Atlantic area.