SAUNDERS
BROTHERS
SINCE 1915

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Human Resources Representative

Position Description

October 2026

Saunders Brothers is a wholesale nursery and orchard operation in central Virginia. Saunders Brothers is seeking a Human Resources Representative to work on our Human Resources (HR) team. If you've dreamed of working in a family atmosphere where integrity, family, and passion are core values, come join our team!

Tasks and Responsibilities:

- Coordinate the recruitment and application process of new staff.
- Oversee onboarding for all employees.
- Assist with management of seasonal agricultural workers employment process: application, transportation of workers, onboarding, assist employees in daily needs (with the assistance of HR team), offboarding at end of season.
- Coordinate spring and fall employee picnics/events and gifts for employees.
- Oversee daily worker injury/workmen's comp program, safety programs, and driver certification programs.
- Willing to assist in other tasks as needed.

Qualifications:

- Preferred – ability to speak Spanish or willing to learn to speak Spanish. Comfortable with working with employees who English is not their first language.
- Have excellent interpersonal, communication, and organizational skills and be able to effectively work with other staff members.
- Must be able to maintain confidentiality.
- Good working knowledge of Microsoft Powerpoint, Excel, Word, and Outlook as well as other computer skills.
- Able to prioritize workload and have flexibility as work demands change.
- Have a strong work ethic and willingness to work with Saunders Brothers 'Family'.

Supervisor: Director of Human Resources of Saunders Brothers, Inc.

Pay and Benefits: We offer a competitive hourly rate (posted rate of $22-25 per hour), health insurance, vacation package, short-term disability insurance, 401k package (eligible after 1 year of employment), and employee pricing on plants and farm market items. We also offer professional training and staff development opportunities for staff. This is a full-time, on site, year-round position.

Work Time and Hours: Normal working hours are Monday through Friday, 8:00 AM to 5:00 PM with a minimum of a half hour for lunch. Hours may vary if employees need assistance with rides to the airport, the

clinic, etc. The individual must be willing to work additional hours as required. This is a full-time year-round position. All time off must be approved by the supervisor.

Drug Testing and Background Checks: Saunders Brothers is committed to providing a drug-free and safe workplace. Therefore, all employees are subject to random drug testing, reasonable suspicion testing, and post-accident testing. In addition, all new employees will be subject to a background check.

Start Date: As soon as filled.

Information and Application: Contact our Human Resources department at jobs@saundersbrothers.com. The job description may be seen at www.saundersbrothers.com and the application can be downloaded and completed on our website. Application must be submitted with resume to be considered.

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.