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2717 Tye Brook Hwy  
Piney River, VA 22964  
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Jan. 3, 2022

## Part-Time Shipping Office Assistant Position Description

**Job Description:** Saunders Brothers is a family owned and operated wholesale nursery and orchard in beautiful central Virginia. We are seeking a part-time Shipping Office Assistant in our shipping department. This employee will work primarily in the shipping office and fulfill duties as needed to ensure complete and accurate shipments of nursery and orchard material. Saunders Brothers is committed to beautifying our world by producing the highest quality woody shrubs, annuals, and perennials for discerning customers. If you've dreamed of working in a diverse family atmosphere where hard work, integrity, honesty, and passion are core values, come join our team!

### **Duties:**

- Assist in paperwork for our shipping team.
- Print and cut retail tags as requested by customers.
- Willing to work cooperatively with other members of the shipping department team.
- Willing to perform other duties as needed.

### **Qualifications:**

- Have a minimum of 2 years of work experience or a high school diploma or equivalent GED.
- Have good math and organizational skills with good attention to detail.
- Have good computer skills including Microsoft Exchange/Outlook, Excel, Word, and Google Applications.
- Have a strong work ethic, integrity, and willingness to work with Saunders Brothers 'Family'.
- Willing to work in a team atmosphere.
- Willing to work with Spanish-speaking workers.
- Have good communication and listening skills and be able to effectively work with entire staff at Saunders Brothers.

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

**Supervisor:** This position will answer directly to the Shipping Office Supervisor.

**Hours:** This position is a part-time position, starting as soon as hired through June 15, 2023. This position will be working afternoon shifts in the shipping department office, Monday through Thursday from 12 PM-6 PM, and Friday 12 PM-5 PM.

**Pay and Benefits:** We offer a competitive hourly rate and employee pricing on plants and farm market items.

**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.

**Information and Application:** Contact Mari Johnson at [jobs@saundersbrothers.com](mailto:jobs@saundersbrothers.com) . The job description may be seen at [www.saundersbrothers.com](http://www.saundersbrothers.com) and the application can be downloaded and completed on our website. Application must be submitted with resume in order 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.

Passion- We strive to enthusiastically share our love for Agriculture.

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.