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Purchasing Agent

June 2025

Job Description: Saunders Brothers is a wholesale nursery and orchard operation in central Virginia. Saunders Brothers is looking for a Purchasing Agent in our Finance department. As the purchaser for the company, this person will coordinate with all departments regarding their purchasing needs to order appropriate products. The purchaser will also conduct research on potential vendors and suppliers, submit credit applications for new vendors and update records. The purchaser should be able to conduct market assessments, evaluate and negotiate prices and coordinate the logistics of having products delivered and paid for. If you've dreamed of working in a family atmosphere where hard work, integrity, honesty, and passion are core values, come join our team!

Requirements and duties would include the following:

- Source, negotiate, and purchase materials, supplies, and services in accordance with company policies and budgetary guidelines along with negotiating the best or most cost-effective contracts and deals.
- Conduct market research to keep abreast of emerging trends and business opportunities.
- Maintain accurate records of purchases, pricing, and other important data to support accounts payable and financial reporting processes.
- Collaborate closely with the Accounts Payable department to ensure timely and accurate processing of purchase orders, invoices, and payment approvals.
- Coordinate with the delivery team and following up on order delays or ones that have been rescheduled.
- Reconcile purchase orders with invoices and resolve any discrepancies with vendors or internal stakeholders.
- Assist in the preparation of reports related to purchasing and vendor payments, ensuring alignment with financial deadlines.
- Verify proper documentation and approvals are in place for all purchases and payments.
- Act as a liaison between vendors, purchasing, and AP to facilitate prompt and accurate payment and resolve billing issues.
- Perform other duties as needed.

Qualifications:

- Associate's degree in business, logistics, or a related field may be required.
- Prefer previous experience in a similar position.
- Superb written and verbal communication and negotiation skills.
- Great organizational and planning skills.
- The ability to identify market trends, follow client specifications, and make decisions in a high-stress environment.
- Excellent networking and time management skills.

Supervisor: This position will answer directly to the Controller of Saunders Brothers, Inc.

Pay and Benefits: We offer a competitive hourly rate, health insurance, vacation package, 401k package (eligible after 1 year of employment), short-term disability insurance, 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.

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.

Work Time and Hours: This is a full-time, 40-hour per week position. Monday through Friday, 8 am to 5 pm, with a minimum of 30 minutes for lunch.

Start Date: As soon as filled (contingent on background check).

Information and Application: Saunders Brothers Inc. is comfortably situated on the sunny side of the Blue Ridge Mountains. Located less than 1 hour from the renowned University of Virginia medical center and Liberty University, Nelson County has numerous opportunities for hiking, biking, fishing, and skiing. Company perks include discounts at our retail Farm Market that include seasonal fruit from our orchards, family-raised meats and wholesale pricing on plants grown on our farm.

Contact our Human Resources department at jobs@saundersbrothers.com or (434) 277-5455. The job description may be seen at www.saundersbrothers.com and the application 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.

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.