SAUNDERS
BROTHERS
SINCE 1915

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Shipping Department Clerk

Position Description

April 2025

Job Description: Saunders Brothers is a wholesale nursery and orchard family farm in central Virginia. Saunders Brothers is looking for a Shipping Department Clerk. 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. If you've dreamed of working in a family atmosphere where integrity, family, and passion are core values, come join our team!

Duties:

- Print pull slips for our shipping team to pull and bring to the dock for loading.
- Deliver and retrieve pull slips for orders from the field.
- Make any changes to allocations/pulling locations in our system and enter into Excel spreadsheet.
- Assist in tag room as needed: pulling picture tags, printing and applying retail stickers, sorting tag inventory, etc.
- Print and assemble paperwork for deliveries.
- Assist in learning and implementing Lean Flow processes to Shipping Department.
- Communicate, listen, and work cooperatively with other members of the Shipping Department team.
- Willing to perform other duties as needed.

Qualifications:

- Must have a minimum of a high school diploma or equivalent GED. 2 years work experience preferred.
- Have good math and organizational skills with 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'.
- Able to handle several tasks at the same time, prioritize workload, and have flexibility as work demands change.
- Prefer ability to speak Spanish or be open to learning Spanish. Must be able to work regularly with Spanish speaking employees.

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

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

Hours: Normal working hours are Monday through Friday 8:00 AM to 5:00 PM with a minimum of a half hour for lunch. Summer hours may be from 7:00 am until 4:00 pm. During peak shipping seasons of spring and fall (March, April, May, September, October), this position will require longer workdays in order to get tasks

accomplished. Saturday work may also be necessary during peak seasons. However, during the slower shipping seasons (June, July, November, December, January, and February), workload is lessened, and the schedule can be reduced to a 4-day work week. This is a full-time year-round position. Vacation is highly discouraged during peak seasons. All vacation must be approved in advance by supervisor.

Pay and Benefits: We offer a competitive hourly rate (posted rate of $17-20 per hour), 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 successful background check.

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.
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.