SAUNDERS
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Shipping Department Supervisor

Position Description

October 2026

Job Description: Saunders Brothers is a wholesale nursery and orchard operation in central Virginia. Saunders Brothers is seeking a Shipping Office Supervisor. This person will oversee and work alongside the shipping office staff. If you've dreamed of working in a family atmosphere where integrity, family, and passion are core values, come join our team!

Requirements and duties would include the following:

- Daily office management including:
  - Manage and help with creating shipping paperwork: pull slips, additions, allocation changes, invoices, trucker paperwork, etc.
  - Order and maintain office supplies
  - Oversee end of day checklist
  - Manage unposted order issues
  - Manage shipping inventory
  - Manage/update SOPs
  - Test office software updates and LeanFlow ideas
  - Office contact for customer pick up and pulling questions
- Inter-farm boxwood transfer and inventory liaison for loading dock
- Tag Room management: coordinate tag count twice per year, manage/assist with large picture tag shipments, and manage Tag Room Supervisor
- Manage Shipping Department Clerk position
- Perform other duties as assigned by supervisor

Qualifications:

- Prefer at least 1-2 years of work experience. Supervisory experience is a plus.
- Need to have good math skills and computer skills including knowledge of Microsoft Office Applications and a willingness to learn other computer applications.
- Able to handle several tasks at the same time, prioritize workload, and have flexibility as work demands change.
- Have good communication skills and be able to work effectively with other staff members.
- Fluency in Spanish or a willingness to learn is a plus. A willingness to work with staff members whose first language is Spanish is required.
- Must have a strong work ethic and willingness to work with Saunders Brothers 'Family'.
- Must have a valid Driver's License.
- Physically capable of performing the responsibilities and requirements of this position.

Work Time and Hours: Because we are a farm, hours fluctuate based on the season. 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 position must be willing to work Saturdays and after hours as needed. This is a full-time, on-site, year-round position.

Pay and Benefits: We offer a competitive hourly rate (posted rate of $22-25 per hour) , health, dental, and vision 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.

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.

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 or completed on the 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.