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Part- time Nursery Production Assistant
Position Description
April 26, 2019

Job Description: Saunders Brothers is a wholesale nursery and orchard operation in central Virginia. Saunders Brothers is looking for a Part Time Nursery Production Assistant to support our Woody and Color Production staff. Responsibilities include primarily entering production data. This is a part-time position requiring 16-24 hours per week.

Duties:

- Assist Production staff in entering potting records.
- Checking order acknowledgements against the master order.
- Entering pour through data.
- Entering sales histories into master plans.
- Creating missed sales reports.
- Print bed signs and tags as needed.
- Perform other duties as directed by their supervisor.

Qualifications:

- Must have a high school diploma or equivalent GED or a minimum of 3 years' clerical experience.
- Must have excellent math skills.
- Must have excellent computer skills including Microsoft Exchange/Outlook, Excel, Word, and Google Applications.
- Must have excellent attention to detail, organization skills, and communication skills.
- Must be able to effectively work with other staff members.
- Must be able to handle several tasks at the same time, prioritize workload, and have flexibility as work demands change.
- Must have a strong work ethic and integrity, be a team player, and have the willingness to learn and adapt.

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

Supervisor: This position will answer directly to the Chief of Container Operations.

Hours: This is a part-time position requiring about 16-24 hours per week. We will be offering flexible scheduling with the position but the candidate must work during normal office hours. The office is open Monday through Friday 8AM to 5:00 PM.

Pay and Benefits: We offer a competitive hourly rate and employee pricing on plants and farm market items. We also offer professional training and staff development for staff. This is a part-time 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.

Information and Application: Contact Mari Johnson at jobs@saundersbrothers.com. The job description may be seen at www.saundersbrothers.com and the application downloaded from the website.

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.