



2717 Tye Brook Hwy
Piney River, VA 22964
August 2024

Administrative Assistant and Receptionist

Position Description: Saunders Brothers is a wholesale nursery and orchard operation in central Virginia. Saunders Brothers is looking for an Administrative Assistant and Receptionist. This employee will work in our main office to create a hospitable experience for our employees and guests while also assisting in varied administrative tasks for our team. If you've dreamed of working in a family atmosphere where hard work, integrity, honesty, and passion are core values, come join our team!

Duties:

- Answer phones and manage general email inquiries. Screen and direct calls.
- Greet guests and ensure a positive first impression of our business.
- Coordinate the scheduling of all activities and facilities of main office to include meeting spaces, vehicle sign-out, and errands.
- Assist finance team in processing final invoices, monthly customer statements, and other items as requested.
- Manage USPS inbound and outbound, and UPS and FedEx outbound packages.
- Assist all departments as needed.
- Assist purchasing in maintaining an inventory of office supplies.
- Assist in special planning events as requested.
- Serve as liaison with maintenance team to maintain aesthetics and functionality of office building.
- Coordinate purchasing of goods and services as directed by management.
- Update office phone system as needed for special announcements and report general maintenance issues to IT.
- Update the pictures of company events on television monitors in office and lunchrooms.
- Assist finance team with daily remote bank deposits, weekly bank runs.
- Manage Shared Corporate Calendar.
- Maintain the front office entry and conference rooms.
- Perform other duties as directed.

Requirements:

- Must have a high school diploma or equivalent GED and a minimum of 2 years of work experience.
- Have good math, communication, and organizational skills with excellent attention to detail.
- Have excellent computer skills including Microsoft Exchange/Outlook, Excel, Word, and Google Applications.
- Must be physically capable of performing the responsibilities and requirements of this position.
- Must have a strong work ethic and willingness to work with Saunders Brothers 'Family'.

Supervisor: This position will answer directly to the Human Resources Manager of Saunders Brothers, Inc.

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

Work Time and Hours: Normal working hours are Monday through Friday 7:45 AM to 5:00 PM with a minimum of a half hour for lunch. Hours may vary. The individual must be willing to work additional hours and occasional Saturdays as workload dictates. This is a full-time year-round position. Vacation is highly discouraged during peak seasons.

Drug Testing and Background Checks: Saunders Brothers is committed to providing a drug-free and safe workplace. Therefore, this individual will be subject to random drug testing, reasonable suspicion testing, and will be subject to post-accident testing. In addition, the applicant will be subject to a background check.

Information and Application: Saunders Brothers Inc. is comfortably situated on the sunrise 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 Mari Johnson or Annie Saunders Burnett at jobs@saundersbrothers.com. The job description may be seen at www.saundersbrothers.com and the application can be downloaded or completed on our website. Application must be submitted with resume to be considered.

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

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.