



2717 Tye Brook Hwy
Piney River, VA 22964
Phone: (434) 277-5455
FAX: (434) 277-8010

Human Resources Specialist Position Description November 2024

Position Description: Saunders Brothers is a wholesale nursery and orchard operation in central Virginia. Saunders Brothers is seeking a Human Resources Specialist to work on our Human Resources (HR) 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!

Tasks and Responsibilities:

- Coordinate the recruitment and application process of new staff. Manage job posting and advertisements for new or vacant jobs, respond to job requests, etc.
- Oversee onboarding for all employees.
- Oversee H2A employment process: application, transportation of workers, onboarding, assist employees in daily needs (with the assistance of HR team), offboarding at end of season.
- Coordinate spring and fall employee picnics/events and gifts for employees.
- Oversee daily worker injury/workmen's comp program.
- Oversee the organization of the safety programs and the driver certification programs.
- Maintain DOT drug testing and random drug testing. Oversee CDL driver files and documentation.
- Willing to assist in other tasks as needed.

Educational and Experience Qualifications:

- Have excellent interpersonal, communication, and organizational skills and be able to effectively work with other staff members.
- Must be able to maintain confidentiality.
- Good working knowledge of Microsoft Powerpoint, Excel, Word, and Outlook as well as other computer skills.
- Preferred – ability to speak Spanish or willing to learn to speak Spanish. Comfortable with working with employees who English is not their first language.
- Able to prioritize workload and have flexibility as work demands change. Willing to work after hours, if necessary.
- Have a strong work ethic and willingness to work with Saunders Brothers 'Family'.

Supervisor: Director of Human Resources of Saunders Brothers, Inc.

Pay and Benefits: We offer a competitive salary rate (commensurate upon experience), 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 as required. This is a full-time year-round position. All time off must be approved by the supervisor.

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.

Start Date: As soon as filled.

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 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 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.