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

## **IT Specialist**

July 2023

**Job Description:** Saunders Brothers is a wholesale nursery and orchard operation in central Virginia. Saunders Brothers is looking for an IT Specialist. If you've dreamed of working in a family atmosphere where hard work, integrity, honesty, and passion are core values, come join our team!

### **Requirements and duties would include the following:**

- Maintain essential IT operations, including operating systems, security tools, applications, servers, email systems, laptops, desktops, software, hardware, phone network (office and cell phones)
- Handle business-critical IT tasks and system improvements
- Enable faster and smarter business processes and employee productivity
- Research and evaluate emerging technologies, hardware, and software
- Serve as the subject matter expert supporting Windows and all common office software and applications, such as Microsoft and Adobe

### **Daily and monthly responsibilities:**

- Install, configure, and support workstation software, hardware, printers, and phones
- Analyze staff needs, identify vulnerabilities, boost efficiency and accuracy
- Execute system and network administration, design, documentation, implementation, and testing., ensuring components meet needs and work together seamlessly
- Implement applications and software upgrades, as well as performance troubleshooting
- Train employees on both software and hardware, troubleshoot, and provide technical support when needed
- Implement and monitor daily backup and recovery procedures

### **Qualifications:**

- Prefer 4-year degree in computer or technology related field.
- Prefer 2 years of experience in IT and computer systems.
- IT certifications are a plus!
- Have strong working knowledge of Microsoft PowerPoint, Excel, Word, and Outlook as well as excellent computer skills. Must have good math skills.
- Have good organizational skills, be able to prioritize workload, and have flexibility as work demands change. The ability to work with and manage a high level of detailed information is a must.
- Have good communication skills and be able to effectively work with other staff members. Also must be able to work independently with structured deadlines as dictated by supervisor.
- Must be physically capable of performing the responsibilities and requirements of this position.

**Supervisor:** This position will answer directly to the Chief Financial Officer of Saunders Brothers, Inc.

**Pay and Benefits:** We offer a competitive salary, 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.

**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 sunny 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. In 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 Saunders Brothers Human Resources department at [jobs@saundersbrothers.com](mailto:jobs@saundersbrothers.com). The job description may be seen at [www.saundersbrothers.com](http://www.saundersbrothers.com) and the application 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.