



2717 Tye Brook Hwy
Piney River, VA 22964
Phone: (434) 277-5455
FAX: (434)277-8010
November 17, 2020

Shipping Specialist Position Description

Job Description: Saunders Brothers is a wholesale nursery and orchard family farm in central Virginia. Saunders Brothers is looking for a shipping specialist. This employee will work primarily from the shipping office and fulfill duties as needed to ensure complete and accurate shipments of nursery and orchard material.

Duties:

- Printing invoices for deliveries to send with drivers in their “trucker box”.
- Assembling paperwork in “trucker boxes” for drivers to take on their loads.
- Taking paperwork out of “trucker boxes” after returned from drivers so that our finance department can process as necessary.
- Make any changes to allocations in our system (where we asked the pullers to get material from vs. where they actually pulled material from).
- Taking plants out of inventory before printing final paperwork.
- Print retail tags for customers that request them.
- Manage inventory of Saunders Brothers delivery racks.
- Incomplete folder (CPU area) – Assisting in posting of orders that were picked up, rather than shipped.
- Enter any changes in allocations to our Excel spreadsheet, notifying growers of reasons why pullers do not want to pull from the first available location.
- Entering the amount of time it takes to pull orders into an Excel spreadsheet.
- Assisting in the printing of pull slips for our shipping team to pull and bring to the dock for loading.
- Assist in the printing of orders out for our shipping manager to plan loads.
- Must be willing to work cooperatively with other members of the Shipping Department team.
- Must be willing to perform other duties as needed.

Qualifications:

- Must have a minimum of 2 years of work experience or a high school diploma or equivalent GED and a minimum of 4 years of work experience.
- Must have excellent math and organizational skills with excellent attention to detail.
- Must have excellent computer skills including Microsoft Exchange/Outlook, Excel, Word, and Google Applications.
- Must have a strong work ethic, integrity, and willingness to work with Saunders Brothers ‘Family’.
- Must be willing to work in a team atmosphere.
- Must be able to handle several tasks at the same time, prioritize workload, and have flexibility as work demands change.
- Must be willing to work with Spanish-speaking workers and be open to learning Spanish.

- Must have good communication and listening skills and be able to effectively work with entire staff at Saunders Brothers.

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

Supervisor: This position will answer directly to the Shipping Office Supervisor.

Hours: Normal working hours are Monday through Friday 8:00 AM to 5:00 PM with a minimum of a half hour, in most cases, for lunch. Summer hours may be from 7:00 am until 4:00 pm. In addition, the individual must be willing to work additional hours as workload dictates. 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. This is a full-time year-round position. Vacation is highly discouraged during peak seasons. All vacation must be approved in advance by supervisor.

Pay and Benefits: We offer a competitive hourly rate, health insurance, vacation package, retirement bonus, and employee pricing on plants and farm market items. We also offer professional training and staff development for staff. This is a full-time 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.

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. Application must be submitted with resume in order 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.

Passion- We strive to enthusiastically share our love for Agriculture.

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.