

THE BIGGBY® COFFEE HOME OFFICE IS HIRING!



WE'RE LOOKING FOR:

BOSS Shipping Assistant

Click on a name to learn more!

B happy • have fun • make friends • love people • drink great coffee

WHAT ARE THE BENEFITS OF WORKING AT THE HOME OFFICE?

Paid Time Off*

- Up to 17 PTO days per year
- 1 week vacation on your first day
- All standard holidays (and then some)!
- 3 month paid leave of absence (after every 5 years)

Health Care for a very low contributory cost*

Retirement Plan with employer match

Gym membership in the building

FREE Coffee at the Home Office

Training Center

*For all full-time positions

Resumes should be sent to jobs@biggby.com.

Include the job title in the Subject line.



**Job Opening at the
BIGGBY® COFFEE Home Office**

**2501 Coolidge Road, Suite 302
East Lansing, MI 48823**

Title: BIGGBY® Online Supply Store (BOSS) Shipping Assistant

Type: Part Time

Salary: \$12.90/hour

Click here for the complete job description!

To Apply: Please send your resume to jobs@biggby.com by January 31st, 2018. Please include BOSS Shipping Assistant in Subject Line.

Make friends. Have fun. B Yourself. Share great coffee.

Global Orange Development, LLC is an Equal Opportunity Employer.

JOB DESCRIPTION
BIGGBY® Online Supply Store (BOSS) Shipping Assistant
Part-time

Description:

The Shipping Assistant is a self-motivated, highly organized and customer service oriented individual working with order fulfillment and inventory management.

Direct Supervisor: BOSS Assistant Manager

Responsibilities and Duties:

- Invoicing and fulfillment of all orders for Owner/Operators and BIGGBY® Fanatics
- Receive all packages into BOSS
- Process all mug returns
- Manage inventory levels
- General upkeep and organization of the BOSS warehouse
- Assist the BOSS Assistant Manager and BOSS Coordinator in any miscellaneous tasks

Experience:

- Experience with inventory management and warehouse maintenance a plus
- Must be detail oriented, able to problem solve and manage a system/process
- Experience with Microsoft Office OS 2007 including:
 - Word
 - Excel
 - Outlook

Requirements:

- Must demonstrate the ability to communicate effectively in written and spoken English
- Expressing or exchanging ideas by means of spoken word
- Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication.
- Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- Exerting up to 50 pounds occasionally, and up to 30 pounds constantly to move objects.
- Physical activity will include stooping, crouching, reaching, pushing, pulling, lifting, use of fingers, and grasping on a regular basis.
- Ability to operate a hydraulic pallet jack