

# THE BIGGBY® COFFEE HOME OFFICE IS HIRING!



## WE'RE LOOKING FOR:

Support Technician  
Inspiration Administrator  
Accounting Coordinator

Click on a name to learn more!

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## 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

Dog friendly work environment

FREE Coffee at the Home Office Training Center

\*For all full-time positions

Resumes should be sent to [jobs@biggby.com](mailto:jobs@biggby.com).  
Include the job title in the Subject line.



## Job Openings on the Horizon BIGGBY® COFFEE Home Office

**Title:** Support Technician

**Type:** Full Time

**Salary:** \$14.09/hourly  
Laptop and Cellphone provided  
Health, Retirement & Other Benefits available  
Free coffee, of course!

Click here for the complete job description: [HERE](#)

**To Apply:** send your resume to [jobs@biggby.com](mailto:jobs@biggby.com) before  
February 16, 2018.

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**Global Orange Development, LLC is an Equal Opportunity Employer.**

## **JOB DESCRIPTION**

### **Support Technician**

#### **Description:**

The Support Technician is a self-motivated customer-service oriented individual with varied skill sets in troubleshooting computers and building, staging and installing basic desktop and network setups for our retail locations as well as the Home Office.

**Direct Supervisor:** Tech Support Manager

#### **Responsibilities and Duties:**

- Phone and remote assistance technical support for a variety of issues
  - Windows operating systems
  - Networking
  - Application support
  - POS software support
  - Phone Support
  - Remote Support
  - Home Office Support
- Building, staging and installing computer systems
- Logging technical support histories via tickets
- Inventory management
- On-call emergency support
- Configure and ship replacement hardware
- Other duties as assigned

#### **Preferred Experience:**

- Windows XP and Windows 7 troubleshooting
- Network troubleshooting
- Operating system installation
- Hands-on hardware setup
- Customer service in technical support or retail applications

#### **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/or up to 20 pounds frequently
- Ability to work weekends
- Must demonstrate the ability to navigate standard formatting and functions within the Microsoft Office Suite including: Outlook, Excel, Word and Power Point.
- Travel is a necessary component of the IT Support position; a valid drivers' license and the ability to travel from market to market is required. Travel may necessitate hotel stays when traveling to remote market areas.



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

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

**Title:** Inspiration Administrator

**Type:** Full Time

**Salary:** \$13.17/hour  
Health, Retirement & Other Benefits offered  
FREE Coffee, of course!

Click here for the complete job description: [HERE](#)

**To Apply:** send your resume to [jobs@biggby.com](mailto:jobs@biggby.com) before March 30th, 2018. Please include job title in Subject Line.

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# **JOB DESCRIPTION**

## **Inspiration Administrator**

### **Description:**

The Inspiration Administrator is a self-motivated, highly organized and customer-service oriented individual with varied skill sets in office administration.

**Direct Supervisors:** Brand Manager | Inspiration

### **Responsibilities and Duties:**

- Assisting in timeline management of projects and cross-team communication
- Assisting in workflows for Brand Portal
- Working with vendors to place orders
- Prepare Requisitions
- Assisting in Planning of Photoshoots & Filming
- Reporting - Excel
- Other duties as assigned

### **Experience:**

- Positive and direct communication skills are essential
- Problem solving, process improvement, and decision making
- Extensive knowledge of Microsoft Office with an emphasis on Outlook and Excel
- Knowledge of Print/Design a plus
- Project management experience a plus

### **Requirements:**

- This position requires 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
- Must have reliable transportation
- Exerting up to 20 pounds occasionally and/or up to 10 pounds frequently
- Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- Generally works in an office environment



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

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

**Title:** Accounting Coordinator

**Type:** Full Time

**Salary:** \$14.09/hour  
Health, Retirement & Other Benefits offered  
FREE Coffee, of course!

**To see the job description: [CLICK HERE!](#)**

**To Apply:** Send your resume to [jobs@biggby.com](mailto:jobs@biggby.com) before April 27th, 2018. Please include job title in Subject Line.

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## **JOB DESCRIPTION**

### **Accounting Coordinator**

#### **Description:**

The Accounting Coordinator is a self-motivated, highly organized and extremely attentive to detail with varied skill sets in office administration.

**Direct Supervisor:** Accounting Manager

#### **Responsibilities and Duties:**

- Preparation of Accounts Receivable & Accounts Payable
- Review and posting of daily sales orders & product receipts
- Assist with payroll and other employee related matters
- Preparing reports as requested

#### **Experience:**

- At least 1 year experience working in Accounting
- Extensive knowledge of Microsoft Office with emphasis in Excel
- Experience with Microsoft Dynamics Great Plains a plus!
- Problem solving, process improvement and decision making skills

#### **Requirements:**

- This position requires 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.
- Exerting up to 20 pounds occasionally and/or up to 10 pounds frequently
- Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- Generally works in an office environment