

# THE BIGGBY® COFFEE HOME OFFICE IS HIRING!



## WE'RE LOOKING FOR:

Accounting Coordinator

Data Coordinator

Franchise Profitability Coach

Junior Developer

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 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 May 18th, 2018. Please include job title in Subject Line.

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

## **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



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

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

**Title:** Data Coordinator

**Type:** Full Time

**Salary:** \$13.17/hourly  
Health, Retirement & Other Benefits offered  
Free coffee, of course!

For a complete job description: [CLICK HERE!](#)

**To Apply:** send your resume to [jobs@biggby.com](mailto:jobs@biggby.com) before May 18<sup>th</sup>, 2018. Please include the job title in your submission.

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## **JOB DESCRIPTION**

### **Data Coordinator**

**Description:** The Data Coordinator is responsible for managing databases, software, and reporting for the Home Office, BIGGBY® stores, and our customers—an eye for detail and comfort with computers are key characteristics.

**Direct Supervisor:** Director of the Brains Sphere

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

- Help Perform Aloha POS updates
  - Maintain the item database, adding new items and making changes per POS Update Requests across all supported price tiers
  - Maintain panels and modifier screens, adding new buttons and making changes as needed
  - Roll out updates to the field, communicating changes and downloading the update to stores
- Develop and update reports
  - Create or update SSRS or raw data reports to support operational needs
- Database Management
  - Create entries, eliminate duplicates, and cull data from databases
- Provide data support to other departments
  - Looking up requested information in existing databases
  - Troubleshooting missing or mismatched data

#### **Preferred Experience:**

- Must be able to demonstrate the ability to navigate standard formatting and functions within the Microsoft Office suite, including: Excel, Outlook, Word and Power Point.
- At least one year experience with SQL is required.
- Experience with Microsoft Access or SQL Server Reporting Services is a plus.
- Experience with NCR's Aloha POS software is 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.
- 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 20 pounds occasionally and/or up to 10 pounds frequently.



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

**Title:** Franchise Profitability Coach

**Type:** Full Time

**Salary:** \$36,746/annually  
\$450 Monthly Car Allowance  
Laptop and Cellphone provided  
Health, Retirement & Other Benefits available  
Free coffee, of course!

**Click here for the complete job description!**

**To Apply:** send your resume to [jobs@biggby.com](mailto:jobs@biggby.com) before Friday,  
May 25<sup>th</sup>, 2018.

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## **JOB DESCRIPTION**

### **Franchise Profitability Coach**

#### **Description:**

Franchise Profitability Coaches are part of the Operations Department, and are responsible for cultivating and maintaining relationships with store owners, operators, and staff members in order to influence the execution of our operating system, operating philosophy, store sales performance, and profitability. They work with store operators who have been in the system for over a year and/or have graduated from the operations mentor program.

**Direct Supervisor:** Profitability Manager

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

- Educate operators and baristas on BIGGBY® COFFEE policies & procedures
- Educate operators on financial measures and building profitability through financial statements and/or other reporting tools.
- Establish a professional relationship with operators and staff members.
- Conduct manager in training classes.
- Other duties as assigned

#### **Experience:**

- Must be able to demonstrate the ability to navigate standard formatting and functions within the Microsoft Office suite, including: Excel, Outlook, Word and Power Point.

#### **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 50 pounds occasionally and/or up to 20 pounds frequently
- Protracted periods of standing are required when working behind the line in our stores.
- Working behind the line in our stores requires the frequent use of all five senses.
- Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- Travel is a necessary component of the FPC position. The FPC must have a valid driver's license and the ability to travel from market to market.
- Travel may also necessitate hotel stays of five days or more when traveling to remote markets or when assisting with new store openings/training.
- The FPC must be able to personally pay for business related travel expenses including gas, food, and lodging until reimbursed in accordance with the company expense reimbursement policy.
- Flexible scheduling—there are no standard hours of business for the FPC position.
- The FPC must comply with the Operations Department Appearance & Uniform Policy.



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

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

**Title:** Junior Developer

**Type:** Full Time

**Salary:** \$33,029 /Annually  
Health, Retirement & Other Benefits offered  
FREE Coffee, of course!

Click here for the complete job description

**To Apply:** send your resume to [jobs@biggby.com](mailto:jobs@biggby.com) before June 8<sup>th</sup>, 2018. Please include job title in Subject Line.

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## **JOB DESCRIPTION**

### **Description:**

The Junior Developer is a self-motivated, detail-oriented problem-solver who is responsible for the design, creation, and maintenance of software systems at BIGGBY COFFEE. Working with a team of developers, they add features to or fix bugs in existing software, build new software, and assist other teams with the deployment and use of software for BIGGBY Nation and the BIGGBY COFFEE Owner/Operator community.

**Direct Supervisor:** Brains Sphere Director

### **Responsibilities and Duties:**

- Design, creation, and deployment of new software.
- Support existing software systems, including maintenance, error diagnosis, and bug fixing.
- Writing documentation for new or existing software systems.
- Maintain and prioritize bug reports and feature requests
- Other programming projects as requested

### **Experience:**

- Programming experience in C++ and Python required.
- Experience with SQL Databases required.
- Experience with Qt, Django, or Angular 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
- Flexible scheduling – there are no standard hours of business for the Junior Developer position.