

# THE BIGGBY® COFFEE HOME OFFICE IS HIRING!



## WE'RE LOOKING FOR:

Data Coordinator

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:** 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). Please include the job title in your submission.

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

## **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 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

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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:**

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- 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.