

# THE BIGGBY® COFFEE HOME OFFICE IS HIRING!



## WE'RE LOOKING FOR:

Controller

Software Developer

Data & Reporting Developer

Innovation Specialist

Purchasing and Receiving Administrator

Part Time Shipping Assistant

Graphic Designer

Click on a name to learn more!

• make friends • have fun • B yourself • share 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

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:** Controller

**Type:** Full Time

**Salary:** \$60,000-\$100,000/annually  
Health, Retirement & Other Benefits offered  
FREE Coffee, of course!

Click here for the complete job description!

**To Apply:** Please send your resume to [jobs@biggby.com](mailto:jobs@biggby.com) before February 28<sup>th</sup>, 2019. Please include job title in Subject Line.

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

## **JOB DESCRIPTION**

### **Controller**

#### **Description:**

The Controller is a self-motivated, highly organized and extremely attentive to detail individual with a varied skill set in accounting and interaction with people.

**Direct Supervisor:** Co-CEO's

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

- Maintain a documented system of accounting policies and procedures
- Manage outsourced functions
- Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives
- Oversee the accounting operations of related entities, especially their control systems, transaction-processing operations, and policies and procedures.
- Ensure that accounts payable are paid in a timely manner
- Ensure that all reasonable discounts are taken on accounts payable
- Ensure that accounts receivable are collected promptly
- Oversee processing of payroll in a timely manner
- Ensure that periodic bank reconciliations are completed timely and accurately
- Ensure that required debt payments are made on a timely basis
- Maintain the chart of accounts
- Maintain an orderly accounting filing system
- Maintain a system of controls over accounting transactions
- Issue timely and complete monthly financial statements
- Coordinate the preparation of annual reports
- Recommend benchmarks against which to measure the performance of company operations
- Calculate and issue financial and operating metrics
- Manage the production of the annual budget and forecasts
- Calculate variances from the budget and report significant issues to management
- Provide for a system to calculate monthly bonuses and distributions.
- Provide financial analyses as needed, in particular for capital investments, pricing decisions, lease negotiations and new store openings/acquisitions

#### **Experience:**

- Bachelor's degree in accounting or business administration
- 5+ years of progressively responsible experience, preferably with a multi-unit restaurant or retail concept.
- Preference will be given to candidates with the Certified Public Accountant, Certified Management Accountant, or Certified Franchise Executive designations.

#### **Requirements:**

- This position requires the ability to communicate effectively in written and spoken English.
- Ability to manipulate large amounts of data.
- Knowledge of accounting principles, practices, standards, laws & regulations.
- Expressing or exchanging ideas by means of spoken word
- Perceiving the nature of sounds at normal speaking levels with or without correction. 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 well in an office environment
- Periodic weekend or evening work is expected



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

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

**Title:** Software Developer –AngularJS, Django

**Type:** Full Time

**Salary:** \$40,000-50,000  
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 February 28<sup>th</sup>, 2019. Please include **Software Developer – AngularJS, Django** in Subject Line.

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## Job Description

### Software Developer – AngularJS, Django

**Title:** Software Developer – AngularJS, Django

**Description:**

This is an exciting opportunity to become part of a small team of software developers working on next generation point of sale and consumer focused software products. We are looking for a strong developer with a passion for learning, quality, process, and great customer experiences. Our development team is responsible for software development lifecycle including design, development, unit testing and product enhancement.

Preferred working experience in Agile methodologies (Scrum/Kanban), software integration, and quality fundamentals.

**Direct Supervisor:** Brains Project Manager

**Responsibilities and Duties:**

- Developing major application features for the platform
- Building MVP experiments for new product ideas
- Helping to architect front end / backend frameworks
- Working with designers and other team members to understand our users and help guide product decisions
- Implementing standards and practices to improve and maintain code quality
- Regular code deployments

**Requirements:**

- Proficient in JavaScript
- Proficient in Python
- Proficient in a modern framework (AngularJS, Django)
- Proficient in HTML / CSS
- Competency in Git
- Competency with REST and RESTful APIs
- Experience with software testing framework (Jest, Mocha, Jasmine)
- Experience with data structures, algorithm design, problem-solving, and complexity analysis
- Experience with Agile development methodologies (Scrum/Kanban)
- Linux
- Strong computer science fundamentals
- Minimum 3 years of experience
- Authorized to work in the United States
- Able/willing to work onsite in Michigan

**Preferred (but not required):**

- AWS
- CI/CD
- Jira
- SQLCipher 3.5
- MariaDB and Galera Cluster
- Android development
- iOS development
- QT Framework
- C++

**Soft Skills:**

- Passion for Computer Science, Software Development & Software Engineering
- Positive Attitude
- Attention to Detail
- Advanced Proficiency in English
- Writing and Communication



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

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

**Title:** Software Developer –Data and Reporting

**Type:** Full Time

**Salary:** \$40,000-50,000  
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 February 28<sup>th</sup>, 2019. Please include **Software Developer – Data and Reporting** in Subject Line.

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## **Job Description**

### **Software Developer – Data and Reporting**

**Title:** Software Developer – Data and Reporting

**Description:**

This is an exciting opportunity to become part of a small team of software developers working on next generation point of sale and consumer focused software products.

We are looking for a passionate Data & Reporting Developer to turn data into information, information into insight, and insight into business decisions. You will conduct full lifecycle activities to includes requirements analysis and design, develop analysis and reporting capabilities, and continuously monitor performance and quality control plans to identify improvements.

Preferred working experience in Agile methodologies (Scrum/Kanban), software integration, and quality fundamentals.

**Direct Supervisor:** Brains Project Manager

**Responsibilities and Duties:**

- Interpret and analyze requests and build reports and tools
- Develop and implement data collection systems
- Acquire data from primary and secondary data sources and maintain databases
- Identify, analyze, and interpret trends or patterns in complex data sets
- Work closely with management to prioritize business and information needs
- Locate and define new process improvement opportunities
- Maintain documentation around data handling activities and customer reporting processes.

**Requirements:**

- Minimum 3 years of experience
- Authorized to work in the United States
- Able/willing to work onsite in Michigan

**Preferred (but not required):**

- AWS QuickSight, RedShift
- CI/CD
- Jira
- SQLCipher 3.5
- MariaDB and Galera Cluster
- Android development
- iOS development
- QT Framework

**Soft Skills:**

- Passion for Computer Science, Software Development & Software Engineering
- Positive Attitude
- Attention to Detail
- Advanced Proficiency in English
- Writing and Communication



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

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

**Title:** Innovation Specialist

**Type:** Full Time

**Salary:** \$33,954/annually  
Health, Retirement & Other Benefits offered  
FREE Coffee, of course!

Click here for the complete job description!

**To Apply:** Please send your resume to [jobs@biggby.com](mailto:jobs@biggby.com) before February 15<sup>th</sup>, 2019. Please include job title in Subject Line.

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## **JOB DESCRIPTION**

### **Innovation Specialist**

#### **Description:**

The Innovation Specialist is a self-motivated, highly organized individual with skill in designing controlled tests, evaluating data, creating written procedures, and training materials. They must be able to foster enthusiasm around innovation to aid in successful and profitable launches for store locations. This position is also responsible for overseeing our Pilot Program and Vendor Relations.

**Direct Supervisors:** Innovation and Engagement Manager

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

- Conduct experimentation necessary to develop new products and equipment or improve/expand the current lineup of BIGGBY products.
- Work with vendors to identify and resolve issues with incoming products.
- Participate in ongoing quality assurance processes
- Manage future and existing assigned products, set objectives and report on performance.
- Work with internal teams to build recipes, nutrition information, profit margins, and suggested price for items that will be rolled out to stores.
- Work within the Profitability/Innovation/Training team to ensure process is efficient
- Review the complete BIGGBY portfolio on a regular basis looking for ways to add value and/or increase profitability through new equipment, products, and processes.
- Training Center management assistance
- Continue to oversee and develop the methodology to test and measure products and applications.
- Conduct periodic product analysis and optimize as needed.
- Oversee and manage the Fast Track Innovation Pilot Program
- Direct innovation through the research, test, and launch method to provide products for the System
- Sensory Evaluation to determine how new products perform to current standards
- Promote continuous improvement through current processes and other applicable tools and methodologies
- Other duties as assigned

#### **Experience:**

- Problem solving, process improvement, and data analysis
- Experience with Microsoft Office with an emphasis on Excel
- BIGGBY barista experience a plus
- Background in a science or food science area 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.
- Exerting up to 50 pounds occasionally and/or up to 20 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:** Purchasing and Receiving Administrator

**Type:** Full Time

**Salary:** \$13.54/hour

Please click [HERE](#) to read the full job description!

**To Apply:** send your resume to [jobs@biggby.com](mailto:jobs@biggby.com) before March 1st, 2019. Please include job title in Subject Line.

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## **BIGGBY® Online Supply Store (BOSS)**

### **Purchasing/Receiving Administrator**

#### **Description:**

The Purchasing/Receiving Administrator is a self-motivated, dependable, honest, customer-service oriented, quick learning individual with strong administrative skills, purchasing/receiving background, shipping/receiving background and invoicing aptitude. Retail/Sales/Merchandising experience is a plus!

**Direct Supervisor:** BOSS Assistant Manager

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

- Purchase warehouse inventory
- Purchase store inventory
- Purchase office supplies
- Purchase new merchandise
- Purchase and inventory coffee and tea
- Quotes
- Vendor relations
- Receiving in our company system
- Reports
- Update new and removed stores
- New store opening updates
- Monthly inventory
- Invoicing
- PO creations
- Other duties as assigned.

#### **Experience:**

- Extensive knowledge of Microsoft Office with an emphasis on Excel, Word and Outlook.
- Experience with inventory management preferred.
- Experience with purchasing/receiving preferred.
- Experience with Great Plains a plus.
- Problem solving, process improvement and decision making.

#### **Requirements:**

- Must be detail oriented.
- 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 and/or up to 75 pounds occasionally.
- 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.



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

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

**Title:** Shipping Assistant

**Type:** Part Time

**Salary:** \$13.54/hour

Please click [HERE](#) to read the full job description!

**To Apply:** send your resume to [jobs@biggby.com](mailto:jobs@biggby.com) before March 1st, 2019. Please include job title in Subject Line.

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**BIGGBY® Online Supply Store (BOSS)**  
**Shipping/Receiving 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. Shipping/Receiving background required.

**Direct Supervisor:** BOSS Assistant Manager

**Responsibilities and Duties:**

- Assist Shipping Coordinator with day to day operations
- Ship all orders daily
- Receive all packages in
- Manage inventory levels
- Create shipping labels
- General upkeep and organization of the BOSS warehouse and BOSS office
- Monthly inventory
- Other duties as assigned

**Experience:**

- Experience with inventory management and warehouse maintenance a plus
- Must be detail oriented, be 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



## Job Opening at the BIGGBY COFFEE Home Office

2501 Coolidge Road, Suite 302  
East Lansing, MI 48823

**Title:** Graphic Designer

**Type:** Full Time

**Salary:** \$32,578/year  
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 March 29<sup>th</sup>, 2019. Please include job title in subject line.

Global Orange Development, LLC is an Equal Opportunity Employer.

## **JOB DESCRIPTION**

### **Graphic Designer**

#### **Description:**

This is an entry level position for a self-motivated, highly organized and detail oriented individual with skills in graphic design and the ability to work in a fast-paced environment

**Direct Supervisor:** Vice President of Brand

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

- Work with individual stores and Co Ops to design specific marketing materials
- Produce accurate and high quality work
- Contribute ideas and design artwork to enhance materials with unique effective designs that meet the needs of a project.
- Assist in producing materials for bi-monthly marketing campaigns within specifications
- Other duties as assigned

#### **Experience:**

- Experience with Adobe Creative Suite – main focus on InDesign, Photoshop & Illustrator

#### **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