

THE BIGGBY® COFFEE HOME OFFICE IS HIRING!



WE'RE LOOKING FOR:

Graphic Designer
Franchise Development Administrator
Base Sphere Administrator

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.
Include the job title in the Subject line.

JOB DESCRIPTION

Graphic Designer

Title: Graphic Designer

Location: East Lansing, MI

Type: Full Time

Salary: \$33,099.60/year

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: Assistant Director of Marketing

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 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

Updated: 9/29/2020

Franchise Development Administrator

Salary: \$13.75/hourly	Hours: Monday – Friday 8-5PM EST
Supervisor: Build Sphere Operations Manager	Level: Associate

Position Objectives: Providing administrative support to the real estate and sales teams in order to keep franchise development processes running as smoothly and quickly including, but not limited to creating maps for proposed locations, drafting franchise agreements, adding cards to Trello for new stores, and other tasks based on the needs at that moment in time.

Responsibilities and Duties:

- Complete templated documents; send for execution via DocuSign
- Plot locations on maps and complete rudimentary analyses
- Process background checks and other paperwork
- Communicate with Franchise Owners, Area Representatives, and other stakeholders to facilitate franchise development adhering to proscribed timelines
- Complete research assignments, create presentations, update systems, and generate reports as directed
- Create, manage, and maintain spreadsheets, Trello boards, and other methods of tracking data
- Schedule meetings to accommodate multiple schedules
- Monitor inventory and order as necessary
- Prepare and submit purchase requisitions and expense reports
- Scanning, filing, typing, note taking, and other administrative tasks as needed
- Other tasks as assigned

Experience needed:

Experience with DocuSign, Trello, and/or Hubspot would be beneficial but is not a requirement.

Requirements:

Ability to read and understand routine documents, ability to work with strict deadlines, ability to work well within documented systems and processes, ability to maintain confidentiality, and the ability to analyze data and make meaningful conclusions. Strong communication and problem-solving skills, a team-oriented mindset, and a high level of dedication. This person may need to occasionally visit the office in East Lansing, MI to mail sales material, manage inventory, and access hard files for older stores.

BIGGBY® COFFEE loves you for who YOU are. We exist to love people. Including you. Global Orange Development, LLC is an Equal Opportunity Employer. BIGGBY® does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law.

Updated: 9/29/2020

JOB DESCRIPTION

Base Sphere Admin

Salary: \$16.71/hourly

Description:

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

Direct Supervisors: Base Sphere Director

Responsibilities and Duties:

- Scheduling, coordinating and preparing the Base Sphere Director for appointments & team meetings
- Manage Base Sphere meeting invitations, calendars, reminders and logistics
- Assist Base Sphere Director with email management
- Notetaking at Base-attended meetings to include recording and forwarding action items to the appropriate persons
- Manage the Operations Department Training calendar and RSVPs for events
- Handle reporting needs for Base Sphere Director to include: Scheduling and/or building reports, producing reports in Excel and other formats, as well as posting and sharing reports as needed
- Prepare and post updates, announcements, and reminders as directed by Base Sphere Director
- Prepare monthly expense reports and purchase requisitions for Base Sphere Director
- Submit travel requests on behalf of Base Sphere Director
- Register Base Sphere Director for conferences, webinars, etc.
- Field requests for meetings from internal & external individuals
- Prioritize tasks based on urgency
- Proof-read and draft emails/documents
- Assemble presentations and/or graphs when needed
- Assist with various projects and/or events assigned by Base Sphere Director
- Act as cross-sphere communicator
- Keep information confidential
- Other duties as assigned

Experience:

- Problem solving, process improvement, and decision making
- Extensive knowledge of Microsoft Office 365 with an emphasis on Outlook, Excel, & PowerPoint
- Organizing and balancing various tasks at any given time

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.
- Reliable internet and setting to perform job remotely