

THE BIGGBY® COFFEE HOME OFFICE IS HIRING!



WE'RE LOOKING FOR:

Graphic Designer
A/R Associate
Franchise Development 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

JOB DESCRIPTION
Part Time Accounts Receivable Associate

Salary: \$15.16-\$20.31 hourly

Description:

The Accounts Receivable Associate is self-motivated, highly organized individual that is extremely attentive to details and possess varied skill sets in office administration.

Direct Supervisor: Accounting Assistant Manager

Responsibilities and Duties:

- Completion of Accounts Receivable responsibilities
- Process banking transactions via electronic and manual methods
- Accurately invoice and provide statements for our stores
- Review and post daily sales orders
- Follow up on outstanding invoices and credits
- Preparing reports as requested
- Maintenance of Accounts Receivable Files
- Additional job duties as assigned

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 to a variety of audiences in written and spoken English.
- Expressing or exchanging ideas by means of spoken word.
- Willingness to learn new procedures as needed.
- 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.

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Updated: 9/29/2020