

# THE BIGGBY® COFFEE HOME OFFICE IS HIRING!



WE'RE LOOKING FOR:

Brand Ambassador

Click on a name to learn more!

**B** happy • have fun • make friends • love people • drink 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

Gym membership in the building

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:** Brand Ambassador

**Type:** Full Time

**Salary:** \$15.55/hour  
\$450 monthly car allowance  
Health, Retirement & Other Benefits offered  
FREE Coffee, of course!

Click here for the complete job description: [HERE](#)

**To Apply:** Please send your resume to [jobs@biggby.com](mailto:jobs@biggby.com) before March 31, 2017. Please include job title in Subject Line.

**B Happy. Make friends. Have fun. Love people. Drink great coffee.**

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

## **JOB DESCRIPTION**

### **Brand Ambassador | Brand Sphere**

#### **Description:**

The Brand Ambassador is an outgoing, self-motivated, and creative individual who is dedicated to inspiring the public to visit our stores while building the BIGGBY® COFFEE brand.

**Direct Supervisor:** Digital Strategy Manager | Brand Sphere

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

- Educate and work alongside the Owner/Operators and staff members of BIGGBY® COFFEE stores to increase their cup count using our programs for community involvement, guerrilla marketing, social media, and other local marketing initiatives outlined in our playbooks.
- Build and maintain a relationship with Owner/Operators that demonstrates a dedication to helping them grow their business based on their individual needs.
- Perform follow-up analysis of programs and communicate results to operators using multiple mediums to include email, phone, and file sharing.
- Generate reports based on the data provided.
- Build the knowledge base contained in our playbooks by documenting new best practices and tracking industry standards.
- Staff experiential marketing events, directly representing the BIGGBY® COFFEE brand, and coordinate store participation.
- General tasks relating to building the BIGGBY® COFFEE brand.

#### **Experience:**

- Experience with training staff on marketing initiatives is a must.
- BIGGBY® COFFEE experience is a BIGG plus!
- 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.
- Strong organizational skills.
- Strong interpersonal and written communication 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 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 this position. Must have a valid driver's license and be able 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.
- Must be able to personally pay for business related travel expenses including food and other operational expenses, until reimbursed in accordance with the company expense reimbursement policy.
- Flexible scheduling—there may be non-standard hours of business for this position.
- Must comply with the Best Sphere Appearance & Uniform Policy.