

# THE BIGGBY® COFFEE HOME OFFICE IS HIRING!



WE'RE LOOKING FOR:

BOSS Shipping Assistant

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:** BIGGBY® Online Supply Store (BOSS) Shipping Assistant

**Type:** Full Time

**Salary:** \$12.90/hour

Click here for the complete job description!

**To Apply:** Please send your resume to [jobs@biggby.com](mailto:jobs@biggby.com) by January 31<sup>st</sup>, 2018. Please include BOSS Shipping Assistant in Subject Line.

**Make friends. Have fun. B Yourself. Share great coffee.**

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

**JOB DESCRIPTION**  
**BIGGBY® Online Supply Store (BOSS) Shipping Assistant**

**Description:**

The Shipping Assistant is a self-motivated, highly organized and customer service oriented individual working with order fulfillment and inventory management.

**Direct Supervisor:** BOSS Assistant Manager

**Responsibilities and Duties:**

- Invoicing and fulfillment of all orders for Owner/Operators and BIGGBY® Fanatics
- Receive all packages into BOSS
- Process all mug returns
- Manage inventory levels
- General upkeep and organization of the BOSS warehouse
- Assist the BOSS Assistant Manager and BOSS Coordinator in any miscellaneous tasks

**Experience:**

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