

THE BIGGBY® COFFEE HOME OFFICE IS HIRING!



WE'RE LOOKING FOR:

Data Coordinator

Accounting Coordinator

Click on a name to learn more!

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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 Opening at the
BIGGBY COFFEE Home Office**

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

Title: Data Coordinator

Type: Full Time

Salary: \$13.17/hourly
Health, Retirement & Other Benefits offered
Free coffee, of course!

To Apply: send your resume to jobs@biggby.com before April 27th, 2017. Please include the job title in your submission.

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Global Orange Development, LLC is an Equal Opportunity Employer.

JOB DESCRIPTION

Data Coordinator

Description: The Data Coordinator is responsible for managing databases, software, and reporting for the Home Office, BIGGBY® stores, and our customers—an eye for detail and comfort with computers are key characteristics.

Direct Supervisor: Director of the Brains Sphere

Responsibilities and Duties:

- Help Perform Aloha POS updates
 - Maintain the item database, adding new items and making changes per POS Update Requests across all supported price tiers
 - Maintain panels and modifier screens, adding new buttons and making changes as needed
 - Roll out updates to the field, communicating changes and downloading the update to stores
- Develop and update reports
 - Create or update SSRS or raw data reports to support operational needs
- Database Management
 - Create entries, eliminate duplicates, and cull data from databases
- Provide data support to other departments
 - Looking up requested information in existing databases
 - Troubleshooting missing or mismatched data

Preferred Experience:

- 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.
- At least one year experience with SQL is required.
- Experience with Microsoft Access or SQL Server Reporting Services is a plus.
- Experience with NCR's Aloha POS software 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.
- 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 20 pounds occasionally and/or up to 10 pounds frequently.



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

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

Title: Accounting Coordinator

Type: Full Time

Salary: \$14.09/hour
Health, Retirement & Other Benefits offered
FREE Coffee, of course!

To see the job description: [CLICK HERE!](#)

To Apply: Send your resume to jobs@biggby.com before April 27th, 2018. Please include job title in Subject Line.

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JOB DESCRIPTION

Accounting Coordinator

Description:

The Accounting Coordinator is a self-motivated, highly organized and extremely attentive to detail with varied skill sets in office administration.

Direct Supervisor: Accounting Manager

Responsibilities and Duties:

- Preparation of Accounts Receivable & Accounts Payable
- Review and posting of daily sales orders & product receipts
- Assist with payroll and other employee related matters
- Preparing reports as requested

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 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