THE BIGGBY® COFFEE HOME OFFICE IS HIRING!

WE'RE LOOKING FOR:

Controller
Communications Associate
Software Developer
Data & Reporting Developer

Click on a name to learn more!

BIGGBY® COFFEE

• **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.

B
Job Opening at the
BIGGBY® COFFEE Home Office
2501 Coolidge Road, Suite 302
East Lansing, MI 48823

Title: Controller

Type: Full Time

Salary: $60,000-$100,000/annually
Health, Retirement & Other Benefits offered
FREE Coffee, of course!

Click here for the complete job description!

To Apply: Please send your resume to jobs@biggby.com before
December 31st, 2018. Please include job title in Subject Line.

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Global Orange Development, LLC is an Equal Opportunity Employer.

JOB DESCRIPTION
Controller

Description:

The Controller is a self-motivated, highly organized and extremely attentive to detail individual with a varied skill set in accounting and interaction with people.

Direct Supervisor: Co-CEO's

Responsibilities and Duties:
- Maintain a documented system of accounting policies and procedures
- Manage outsourced functions
- Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives
- Oversee the accounting operations of related entities, especially their control systems, transaction-processing operations, and policies and procedures.
- Ensure that accounts payable are paid in a timely manner
- Ensure that all reasonable discounts are taken on accounts payable
- Ensure that accounts receivable are collected promptly
- Oversee processing of payroll in a timely manner
- Ensure that periodic bank reconciliations are completed timely and accurately
- Ensure that required debt payments are made on a timely basis
- Maintain the chart of accounts
- Maintain an orderly accounting filing system
- Maintain a system of controls over accounting transactions
- Issue timely and complete monthly financial statements
- Coordinate the preparation of annual reports
- Recommend benchmarks against which to measure the performance of company operations
- Calculate and issue financial and operating metrics
- Manage the production of the annual budget and forecasts
- Calculate variances from the budget and report significant issues to management
- Provide for a system to calculate monthly bonuses and distributions.
- Provide financial analyses as needed, in particular for capital investments, pricing decisions, lease negotiations and new store openings/acquisitions

Experience:
- Bachelor's degree in accounting or business administration
- 5+ years of progressively responsible experience, preferably with a multi-unit restaurant or retail concept.
- Preference will be given to candidates with the Certified Public Accountant, Certified Management Accountant, or Certified Franchise Executive designations.

Requirements:
- This position requires the ability to communicate effectively in written and spoken English.
- Ability to manipulate large amounts of data.
- Knowledge of accounting principles, practices, standards, laws & regulations.
- Expressing or exchanging ideas by means of spoken word
- Perceiving the nature of sounds at normal speaking levels with or without correction. 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 well in an office environment
- Periodic weekend or evening work is expected

B

Job Opening at the
BIGGBY COFFEE Home Office
2501 Coolidge Road, Suite 302
East Lansing, MI 48823

Title: Communications Associate

      Tuesday-Saturday 5:00AM- 2:00 PM

Type: Full Time

Salary: $13.17/hour
              Health, Retirement & Other Benefits offered
              FREE Coffee, of course!

CLICK HERE FOR THE COMPLETE JOB DESCRIPTION

To Apply: send your resume to jobs@biggby.com before
December 31st, 2018. Please include **Communications Associate**
in Subject Line.

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JOB DESCRIPTION
Communications Associate

Description:
The Communications Associate is a highly organized, self-motivated, tech-savvy individual who is dedicated to helping find answers for BIGGBY Nation.

Direct Supervisor: Manager of Store Performance

Responsibilities and Duties:
- The go-to for anyone in BIGGBY Nation with a question. They will use in-house resources, documentation, and personnel to help find answers.
- Facilitate conversations between BIGGBY Home Office staff with our franchisees and customers to get answers for them,
- Provide tools for franchisees and customers to make sure that they leave the conversation even bigger BIGGBY fanatics!
- Respond to customer feedback
- Manage record of communication between the Home Office and BIGGBY Nation.
- Generate reports based on the data provided by these communications.
- Build our knowledge base by documenting answers and solutions.
- Other duties as assigned

Experience:
- Must have experience working with Microsoft programs.
- Experience in database management is a plus.
- Strong organizational skills.
- Strong telephone 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.
- 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.
- Comfortable working in an office environment.

B

Job Opening at the
BIGGBY COFFEE Home Office
2501 Coolidge Road, Suite 302
East Lansing, MI 48823

Title: Software Developer –AngularJS, Django

Type: Full Time

Salary: $40,000-50,000
Health, Retirement & Other Benefits offered
FREE Coffee, of course!

CLICK HERE FOR THE COMPLETE JOB DESCRIPTION

To Apply: send your resume to jobs@biggby.com before January 18th, 2019. Please include **Software Developer – AngularJS, Django** in Subject Line.

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Global Orange Development, LLC is an Equal Opportunity Employer.

Job Description
Software Developer – AngularJS, Django

Title: Software Developer – AngularJS, Django

Description:
This is an exciting opportunity to become part of a small team of software developers working on next generation point of sale and consumer focused software products. We are looking for a strong developer with a passion for learning, quality, process, and great customer experiences. Our development team is responsible for software development lifecycle including design, development, unit testing and product enhancement.

Preferred working experience in Agile methodologies (Scrum/Kanban), software integration, and quality fundamentals.

Direct Supervisor: Brains Project Manager

Responsibilities and Duties:
- Developing major application features for the platform
- Building MVP experiments for new product ideas
- Helping to architect front end / backend frameworks
- Working with designers and other team members to understand our users and help guide product decisions
- Implementing standards and practices to improve and maintain code quality
- Regular code deployments

Requirements:
- Proficient in JavaScript
- Proficient in Python
- Proficient in a modern framework (AngularJS, Django)
- Proficient in HTML / CSS
- Competency in Git
- Competency with REST and RESTful APIs
- Experience with software testing framework (Jest, Mocha, Jasmine)
- Experience with data structures, algorithm design, problem-solving, and complexity analysis
- Experience with Agile development methodologies (Scrum/Kanban)
- Linux
- Strong computer science fundamentals
- Minimum 3 years of experience
- Authorized to work in the United States
- Able/willing to work onsite in Michigan

Preferred (but not required):
- AWS
- CI/CD
- Jira
- SQLCipher 3.5
- MariaDB and Galera Cluster
- Android development
- iOS development
- QT Framework
- C++

Soft Skills:
- Passion for Computer Science, Software Development & Software Engineering
- Positive Attitude
- Attention to Detail
- Advanced Proficiency in English
- Writing and Communication

B

Job Opening at the
BIGGBY COFFEE Home Office
2501 Coolidge Road, Suite 302
East Lansing, MI 48823

Title: Software Developer –Data and Reporting

Type: Full Time

Salary: $40,000-50,000
Health, Retirement & Other Benefits offered
FREE Coffee, of course!

CLICK HERE FOR THE COMPLETE JOB DESCRIPTION

To Apply: send your resume to jobs@biggby.com before January 18th, 2019. Please include **Software Developer – Data and Reporting** in Subject Line.

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Job Description
Software Developer – Data and Reporting

Title: Software Developer – Data and Reporting

Description:
This is an exciting opportunity to become part of a small team of software developers working on next generation point of sale and consumer focused software products.

We are looking for a passionate Data & Reporting Developer to turn data into information, information into insight, and insight into business decisions. You will conduct full lifecycle activities to includes requirements analysis and design, develop analysis and reporting capabilities, and continuously monitor performance and quality control plans to identify improvements.

Preferred working experience in Agile methodologies (Scrum/Kanban), software integration, and quality fundamentals.

Direct Supervisor: Brains Project Manager

Responsibilities and Duties:
- Interpret and analyze requests and build reports and tools
- Develop and implement data collection systems
- Acquire data from primary and secondary data sources and maintain databases
- Identify, analyze, and interpret trends or patterns in complex data sets
- Work closely with management to prioritize business and information needs
- Locate and define new process improvement opportunities
- Maintain documentation around data handling activities and customer reporting processes.

Requirements:
- Minimum 3 years of experience
- Authorized to work in the United States
- Able/willing to work onsite in Michigan

Preferred (but not required):
- AWS QuickSight, RedShift
- CI/CD
- Jira
- SQLCipher 3.5
- MariaDB and Galera Cluster
- Android development
- iOS development
- QT Framework

Soft Skills:
- Passion for Computer Science, Software Development & Software Engineering
- Positive Attitude
- Attention to Detail
- Advanced Proficiency in English
- Writing and Communication