

AP Technician

Responsibilities:

- * Preparing account reconciliations
- * Completing 1099 reporting requirements
- * Coding and entering AP Invoices
- * Researching invoice inquiries
- * Communicating with stores and vendors on a regular basis re:invoices

Qualifications:

- * 2-5 years of Accounts Payable experience
- * Lawson software experience highly preferred
- * Account reconciliation experience
- * Must be accurate, detail-oriented, efficient and a fast learner
- * Must have the ability to prioritize tasks
- * Must possess basic problem solving skills
- * Must have excellent organization & communication skills
- * Must be proficient on Microsoft Excel & Word.

Senior Director of Sales Operations

Position:

CBTL has an immediate opening for a Senior Director of Sales Operations. This position is an essential part of the Operations Department. The individual in this role will be responsible for store operations including creating and managing sales, maintaining expenses and controlling losses. The direct reports to this role are the two (2) Regional Directors of Operations. The position reports directly to the Vice President of Operations.

Responsibilities:

Sales/Customer Service

- * Generate sales to increase profitability.
- * Provide input to stores projected plan.
- * Roll out approved sales projections to the field.
- * Establish criteria for generating sales to meet projected sales plan.
- * Maintain communication with the field to ensure sales strategy.
- * Provide incentive(s) to achieve said goals.

Store Operations/Controllables

- * Define costs and set ratio goals.
- * Create and implement labor, maintenance, supplies and COGS costs budgets for the field.
- * Establish criteria for maintaining acceptable ratios for the field.
- * Provide communication to the field to ensure costs strategy.
- * Provide incentive(s) to achieve said goals.
- * Create expense and travel budgets for the field.

Development/Communication

- * Maintain company culture, vision and mission in the field and in direct areas of responsibility.
- * Communicate needs of the field to Merchandising, Accounting, Human Resource/Training and Store Planning departments.
- * Maintain professional communication with all corporate departments.
- * Develop and communicate performance standards to the field.
- * Hire, train and direct supervisory field personnel.
- * Provide continuous communication and follow up to strengthen the company's training culture to the field.
- * Share in the development of visual standards for the company and implementation of the standards in the field.
- * Provide communication as needed for event employee participation.
- * Work closely with Regional and District Managers.
- * Maintain a positive company morale.

Qualifications

- * Minimum 15 years retail/F&B store management in food service multi-unit, multi-state retail organization
- * Previous Regional and/or District Manager experience
- * Bachelors degree and or equivalent required
- * Experience in specialty coffee industry a plus
- * Has demonstrated the professional skill set to work cross functionally with highly effective outcomes
- * Excellent verbal/written skills
- * Well developed analytical skills
- * Strong ability to plan, delegate and communicate
- * Well organized and detail oriented
- * Proven leadership skills
- * Proficiency in Microsoft Office, Word, Excel and PowerPoint
- * No Relocation-Locals only please!

Beverage Category Manager

Position

CBTL seeks a Beverage Category Manager with an entrepreneurial spirit with strong leadership and team-building skills to develop and execute CBTL's beverage category strategy and operational plan. The individual will identify growth opportunities to improve market penetration and ensure that sales and profit objectives are met, with the overall goal of positioning CBTL as an indispensable technical & brand partner. The position will report to the Sr. Manager, Retail & Food Products.

Responsibilities

- * Work with the R&D department to develop beverage flavor profiles for the global beverage promotional calendar
- * With passion and diligence, nurture and enhance the brand positioning with relevant and appropriate beverage flavor profile innovation
- * Develop and sustain a passionate partnership with the R&D department to enable a library of beverages and flavor profiles
- * Manage the beverage innovation, development and testing calendar
- * Nurture and enhance third party partnerships with culinary experts to maintain a cutting edge approach to the flavor profiles
- * Conduct an appropriate level of analysis to measure the impact of decisions and to enable effective decision-making
- * Conduct an appropriate level of analysis to determine emerging trends in consumer purchase behaviors and modify beverage strategy to respond to emerging trends
- * Work closely with and communicate effectively with the operations services team to ensure and enable an effective cross-functional partnership

Qualifications

- * Bachelor of Science in Marketing or equivalent and a minimum of 7 years experience in foodservice, restaurant/retail required
- * 3-4 years experience within beverage category, coffee experience preferred
- * Previous experience in a product-focused organization
- * Strong understanding of retail operations and logistics, particularly as they relate to execution of marketing programs
- * Strong analytical skills and experience working with numbers/spreadsheets
- * Comfortable working in a team environment
- * Strong presentation & public speaking skills
- * Ability to think strategically and see the “big picture” and maturity in judgment, tact and timeliness are also required
- * Ability to synthesize, analyze, and drive recommendations
- * Knowledge of MS Office: Word, Powerpoint & Excel
- * Good financial and business acumen
- * Exceptional attitude and flexibility

Director of Business Development

Position

More than half of our system is franchised internationally and we are now ready to tackle the domestic market. The Director of Business Development will be responsible for identifying and securing new multi unit franchise developers within the contiguous United States. S/he will be responsible for identifying high potential area developers in major metropolitan markets, introducing them to an exciting brand opportunity, and

guiding them all of the way from initial franchising discussions through their early store openings. The position will report to the Vice President of Business Development.

Responsibilities

- * Gains/has access to an established network of potential multi-unit franchise developers in the contiguous United States
- * Reviews and screens prospective applicants from all sources (fax, email, referral, etc.). Screens interested applicants for qualifications. Handles all initial contact, including responding to phone calls and answering questions. Ensures accurate completion of required applications and documentation. Provides exceptional follow through and proactive customer service
- * Stays current with smaller and non-traditional markets and initiates discussions with prospective franchisees
- * Able to be a brand ambassador and make a favorable impression with prospective applicants
- * Hosts and conducts store tours with prospective franchisees, providing remarkable customer service and dialogue
- * Develops and manages weekly computer webinars to prospective franchisees
- * Provides coordination and support for annual conferences and meetings from venue procurement through event delivery
- * Ability to work effectively with all levels of management and team members; ability to create and build rapport; knows how to achieve cooperation; acts graciously.

Qualifications:

- * Bachelor's degree or equivalent experience, MBA a plus
- * Minimum 5-10 years of previous experience in foodservice or related franchising; preferred areas of experience include, but are not limited to, multi-unit franchising, business development, marketing, real estate, construction, training and operations
- * Desire to travel and work a flexible schedule based on the needs of potential new developers; and be available on weekends as necessary
- * Demonstrated ability to create, present, and facilitate training materials and group presentations
- * Significant prior experience with franchise and area development agreements
- * Proficiency in Microsoft Office. Strong familiarity with Power Point, Excel and presentation applications
- * Sound technical knowledge in contract administration, site selection, construction, training and operations
- * Outstanding written and verbal communications skills
- * The ability to hit the ground running
- * A hunger and drive for success
- * No Relocation offered-Locals only please