



**Job Title:** Processing Assistant Manager

**Location:** Downtown Spokane- UGM Thrift Store

**Status:** Full-time

**Summary:**

The Assistant Processing Manager works to process donations from donors to retail. This includes, but is not limited to, accepting, sorting and pricing donated items. The Assistant Processing Manager is to partner with the Processing Manager to create a Christ-centered environment by leading the processing team by example and performing all duties required to receive and sort donated items.

**Responsibilities:**

- Assist in creating and implementing production processes and standards.
- Perform all duties related to accepting donations, presorting and pricing merchandise.
- Recognize quality merchandise and effectively research market value of product.
- Work alongside and communicate with Processing Manager, employees and donors.
- Assist in delegating tasks and responsibilities.
- Help motivate and encourage team to adhere to daily and weekly production goals.
- Collaborate on competitive pricing policies and help coordinate sales and promotions.
- Emphasize the donor and customer perception and experience.
- Maintain an overall safe work environment.

**Required Qualifications:**

- Two- or four-year college degree in applicable field of study, or equivalent years of retail experience.
- 2-plus years in the retail industry preferable with sales or processing experience.
- Production experience and knowledge of retail standards, pricing guidelines and processes.

**Compensation:** Depends on experience. Competitive for non-profit.

Must be committed to the Christian faith and comply with drug-free, tobacco-free policy. Those qualified to join our team can enjoy a rewarding work environment, competitive wages and excellent benefits. Complete UGM's [application for employment](#) and submit it along with a letter of interest and resume to:

UNION GOSPEL MISSION  
[HumanResources@uniongospelmission.org](mailto:HumanResources@uniongospelmission.org)  
Human Resources, 1224 E Trent Ave., Spokane, WA 99202  
Fax: (509) 535-0901  
[uniongospelmission.org/employment](http://uniongospelmission.org/employment)