



Job Title: Processing Manager

Location: UGM Thrift Store, Hayden ID

Status: Full-time

Summary:

The Processing Manager is primarily responsible for creating a Christ-centered environment by leading the processing team by example and performing all duties required to receive, sort and price donated items.

Responsibilities:

- Lead in creating and implementing production processes and standards.
- Collaborate on competitive pricing policies/coordinate sales and promotions.
- Emphasize the donor and customer perception and experience.
- Implement effective training strategies.
- Facilitate and promote an encouraging, positive and unified relationship between departments.
- Oversee employee schedules and approve time clock hours daily.
- Maintain an overall safe work environment.
- Ensure awareness of individual employee needs, and accommodate when necessary.

Required Qualifications:

- Two- or four-year college degree in applicable field of study, or equivalent years of experience managing a retail store.
- 5-plus years in the retail industry preferable with assistant managing and sales experience.
- Experience creating pricing policies and managing sales and promotions.
- Experience establishing production standards and processes.

Compensation: \$17.02-\$20.42

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

Human Resources, 1224 E Trent Ave., Spokane, WA 99202

Fax: (509) 535-0901
uniongospelmission.org/employment