



Job Title: Retail Assistant Manager
Location: UGM Thrift Store, downtown Spokane
Status: Full-time

Summary:

The Assistant Retail Manager works under the direction of the Retail Manager to carry out all retail operations in the store, including, but not limited to, creating a Christ-centered environment, register operations, customer service, store appearance and displays, and employee interactions, as outlined in the essential functions of the job and in company policies, procedures and mission statement.

Responsibilities:

- Assist the Retail Manager in building an effective team and carrying out overall store operations.
- Work with the Retail Manager to establish and maintain customer service standards.
- Work with retail staff to maintain physical appearance of store and assist in stocking merchandise.
- Complete daily sales reports, bank deposits, donation charts etc. to ensure honest reporting.
- Assist in delegating tasks and responsibilities.
- Help motivate and encourage team to adhere to daily and weekly goals.
- 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 retail experience.
- 2 to 3-plus years in the retail industry preferable with sales experience.
- Some experience with displaying merchandise and knowledge of retail standards 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
Human Resources, 1224 E Trent Ave., Spokane, WA 99202
Fax: (509) 535-0901
uniongospelmission.org/employment