



Job Title: Assistant Manager

Location: Downtown UGM Thrift Store, 301 W Boone

Status: Full-time

#### Responsibilities

- Assist store manager in daily operations
- Keep up with retail trends
- Maximize the value of items donated
- Meet and maintain all production standards
- Complete documents, reports and accurately record information
- Work some Saturdays as needed for the business
- Available to open or close store

#### Required Qualifications

- High school diploma and 2-year AA degree or 2-5 years of retail experience
- Computer literate with high proficiency using Word, Excel, and Outlook
- Excellent written and verbal communication skills and the ability to train others

#### Compensation

Based on experience

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

[Sue.Rima@uniongospelmission.org](mailto:Sue.Rima@uniongospelmission.org)

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

Fax: 509-535-0315