



Job Title: Auto Sales Associate

Location: UGM Motors, 7103 E Sprague

Status: Part-time, 20-28 hours per week

Overview

Union Gospel Mission Motors receives donated vehicles, reconditions and sells them to generate revenue to feed and shelter the homeless at UGM's four shelters. We are looking for a professional, highly motivated, and organized self-starter with sales and administrative skills, capable of working with an established team in a fast-paced environment. A successful applicant will work with integrity and honesty for a great cause.

Required Qualifications

- Communicate effectively, both in person and over the phone, to establish customers' needs
- Advocate for UGM Motors by sharing UGM's cause
- Maintain a working knowledge of our products to recommend them to customers
- Build and maintain strong relationships and demonstrate excellence in teamwork
- Navigate various computer programs (Word, Excel, Outlook, QuickBooks, and others)
- Seek out opportunities for self-development and participate in training
- Understand inventory management as well as sales

Responsibilities

- Sell cars, trucks, boats, recreational vehicles, motorcycles and miscellaneous vehicles
- Maintain knowledge of current inventory
- Prepare vehicles for sale
- Receive donated vehicles and update inventory data
- Participate in vehicle merchandising
- Maintain customer information

Compensation: Non-exempt: \$13.73-\$17.85/hour, depending on experience

Must be committed to the Christian faith and comply with drug-free and tobacco-free policy. Those qualified to join our team can enjoy a rewarding work environment, competitive wages, and excellent benefits. Submit a letter of interest and resume to:

UNION GOSPEL MISSION
sue.rima@uniongospelmission.org
Human Resources, 1224 E Trent Ave., Spokane, WA 99202
Fax: 509-535-0315