

# Assistant Manager

## **Job Summary:**

The Assistant Manager will establish and implement short and long-range objectives for the assigned department, oversee related functions and activities, and administer company policies and procedures.

## ***Supervisory Responsibilities:***

- May hire and train new staff or assist management with this process.
- Coordinates and oversees the day-to-day workflow of subordinate staff in the department.
- As requested by the Manager, conducts or assists with performance evaluations that are timely and constructive.
- Assists the Manager with employment actions, including discipline and termination of employees in accordance with company policy.

## ***Duties/Responsibilities:***

- Monitors departmental performance, identifying and facilitating opportunities to increase productivity and efficiency.
- Manages daily aspects of the department and its staff to ensure projects are completed and goals and customer needs are met.
- Collaborates with other managers to plan, direct, and coordinate programs and projects.
- Collaborates with other managers to analyze costs, benefits, and losses of company profits.
- Drafts, submits, and presents various performance and management reports.
- Manages inventory, approving or facilitating purchases as needed; negotiates related pricing contracts and verifies costs and receipts.
- Manages conflicts and resolves complaints about or within the department.
- Performs other related duties as assigned.

## ***Required Skills/Abilities:***

- Excellent verbal and written communication skills.
- Ability to create and present ideas, reports, and budgets in various formats.
- Ability to work both independently and collaboratively.
- Excellent time management skills with the ability to assign and delegate tasks.
- Proficient with Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.

## ***Education and Experience:***

- Bachelors degree in related field required.
- Two years of related experience in the industry required.
- Knowledge of the philosophy, mission, leadership, and planning needs of the organization preferred.

## ***Physical Requirements:***

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.