

Assistant General Manager

Position Summary

Assist with planning, directing, and coordinating the operations of the organization. Duties and responsibilities include formulating policies, assisting in managing daily operations, and planning the use of materials and human resources.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Review financial statements, sales or activity reports, or other performance data to measure productivity or goal achievement or to identify areas needing cost reduction or program improvement.
- Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products.
- Direct administrative activities directly related to making products or providing services.
- Prepare staff work schedules and assign specific duties.
- Monitor suppliers to ensure that they efficiently and effectively provide needed goods or services within budgetary limits.
- Direct or coordinate financial or budget activities to fund operations, maximize investments, or increase efficiency.
- Establish or implement departmental policies, goals, objectives, or procedures in conjunction with board members, organization officials, or staff members.
- Assist with selection, training, or evaluation of employees
- Plan or direct activities such as sales promotions that require coordination with other department managers.
- Set prices or credit terms for goods or services based on forecasts of customer demand.
- Manage the movement of goods into and out of production facilities to ensure efficiency, effectiveness, or sustainability of operations.
- Perform sales floor work, such as greeting or assisting customers, stocking shelves, or taking inventory.
- Develop or implement product-marketing strategies, including advertising campaigns or sales promotions.
- Implement or oversee environmental management or sustainability programs addressing issues such as recycling, conservation, or waste management.
- Performing other duties as assigned

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Ability to communicate with associates and guests
- Ability to read, count, and write to accurately complete all documentation
- Ability to work varied hours/days as business dictates