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# Example of Assistant District Manager Job Description

Our company is looking to fill the role of assistant district manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant district manager

* Has P&L and capital responsibility for each site
* Scheduling meetings and travel
* Creating spread sheets and reports
* Other various tasks as assigned
* Participates in the development of the store managers work performance by mentoring, coaching, modeling behavior, and providing continuous feedback
* Is familiar with the geographic, demographic, and business climate of his/her region
* Represents the organization in a professional manner at all times
* Demonstrates the ability to understand, analyze, evaluate, manage and train others on a variety of financial reports
* Ensures that company policies, procedures and programs are followed
* Assists with the recruiting and development process to ensure that stores are properly staffed and that sufficient candidates are available for advancement opportunities

## Qualifications for assistant district manager

* Associate Degree (2 year) in Business, Sales or related field
* Must obtain and maintain LP gas certifications as required in state which located
* Previous supervisory experience in transportation, and/or logistics services
* Required to be exposed to a physical environment which involves dirt, odors, noise, weather extremes or similar elements
* Must be willing to relocate after successfully completing the training period
* Majority of the 10-12 hour workday will be outside working with our truck drivers