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# Example of Assistant General Manager Job Description

Our innovative and growing company is looking to fill the role of assistant general manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for assistant general manager

* Ensure that all operational departments our vendors and partners follow the PCI compliance protocol
* Manage venue events and shows, ticketing, advance show needs (concerts and special events), show settlement
* Analyze event calendar and determine appropriate staffing levels
* Manage day to day office operations
* Oversee guest relations and ensure customers have the best experience possible
* Make recommendations to the General Manager on allocation of departmental budget, monthly reforecasting and reconciling of monthly financial statements
* Oversee all operations and make decisions in General Managers’ absence
* Ensure a safe environment for Guests and Team Members to reduce the risk of injury and accidents
* Responsible for making appropriate decisions in a fast paced environment (e.g., assign breaks, cut staff appropriately, side work)
* Managing facility-wide, cross-functional operations improvement projects

## Qualifications for assistant general manager

* Replace the General Manager when he is not on site
* A minimum age of 19 year
* Practices a hands-on and engaging to leadership style and holds team members accountable
* Performing technical and administrative duties including writing and reviewing reports (Profit and Loss statements, yield management, capital planning, payroll, ), monitoring department checkbooks, ordering inventory, and conducting associate reviews
* Interviewing, hiring, coaching and counseling department managers in the efficient operation of their respective areas
* Assisting in the associate orientation and position on-boarding process