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# Example of Assistant General Manager Job Description

Our company is growing rapidly and is hiring for an assistant general manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for assistant general manager

* Monitor incoming and outgoing calls
* Prepare outgoing mail and correspondence including emails and couriers
* Maintain and organize confidential / critical documents
* Assist in preparation of presentation materials (e.g., PowerPoint, memos)
* Provide background materials and preparation for meetings
* Greet guests and ensure that their business needs are met
* Assess circumstances and problem solve with minimal supervision
* Prepares and monitors quarterly revenue goals and expenses generating various (weekly, monthly, quarterly and annual) business volume reports and updating forecasts
* Assists in interviewing, hiring, training, planning, assigning, and directing work at all levels, evaluating performance, rewarding, and disciplining associates
* Organizes compilation of all necessary data required to prepare annual budgets for club, the comprehensive annual clubs business plan

## Qualifications for assistant general manager

* Successful completion of alcohol and food certification (ServSafe) and/or other required classes by state within 60 days of employment
* Must be able to stand and walk for periods up to ten to twelve hours in length, in a fast paced environment
* A minimum of 2+ years of Restaurant General Management/Senior level experience
* Knowledge of the Association Board of Directors, the General Manager, and how those roles
* Demonstrated leadership abilities to develop and motivate successful teams
* Regularly, driving by vehicle within a designated branch territory