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# Example of Assistant General Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of assistant general manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant general manager

* Monitors basic personnel policy, reviews policies relating to personnel actions and training along with professional development programs
* Ensure that all areas of the hotel are performing at the highest level
* Never settle for less than the best if something is within your control
* Set and maintain high level of guest service and respond to social media sites
* Provide support and recognition to the line staff
* Work closely with Front Office Manager and Director of Housekeeping to ensure all company standards are met and company culture and programs are supported and encouraged
* Coach, counsel, and discipline all shift employees along with the department head
* Indirectly responsible for overseeing other hotel functions such as Security, Engineering, Reservations and In-Room Dining
* Assist with coordination and supervision of any project work as necessary (capital, laundry/linen, floor cleaning)
* Communicate openly and frequently with General Manager

## Qualifications for assistant general manager

* Working knowledge of Microsoft Office software (Word, Excel, Outlook, PowerPoint, ) and transportation related software
* At least 3+ years full service, high volume senior level restaurant management experience
* Extensive front of the house knowledge
* Foster and maintain collaborative Board, Landlord and Building Management relationships
* High-end F&B experience is preferred
* Post-College graduation (4-year degree), a minimum of 5+ years in the hospitality industry is required