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# Example of District Manager Job Description

Our company is searching for experienced candidates for the position of district 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 district manager

* Responsible for achievement of assigned yearly gross commission income/recruiting and retention for the office
* Manage day-to-day branch operations to maximize profit and organic growth of branch office
* Coach, motivate and develop sales associates and staff by utilizing all available tools including, but not limited to prospecting, technology and business development programs
* Develop and implement realistic business plan to attain positive growth
* Partner with the Finance department to review P&L and identify expense reduction opportunities to ensure profit and retention goals are achieved
* Leverage relationships within the industry to promote the brand, sales associates and increase market share
* Responsible for driving penetration of preferred services (mortgage, title, home warranty, insurance and relocation) in order to meet or exceed yearly assigned goals for the office
* Direct financial responsibility for mortgage, title, home warranty insurance and relocation
* Directly accountable for all compliance matters within branch office
* Recruiting, interviewing, hiring for all support staff positions

## Qualifications for district manager

* Ability to travel regularly to meet with customers and other company managers
* Ensure district is fully staffed and maintains not only bench strength but a strong succession planning model
* Ability to analyze and understand Profit and Loss statements
* Ensure compliance to all store and corporate policies and procedures
* Bachelor’s degree in Marketing, Sales, Business Administration, or related field
* Ability to think and work independently out in the field