



# Example of Assistant District Manager Job Description

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Our innovative and growing company is looking for an assistant district manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for assistant district manager

- Analyse sales reports to identify opportunities, recognize routine problems
- Tour work-site in portfolio daily for inspection, tenant contact, and follow-up
- Direct and supervise scheduling of workload
- Perform Inventory of consumable goods (towels, tissue)
- Complete written inspection of designated workstations nightly
- Oversee working methods and procedures of all on-site staff
- Perform regular property inspections for several hours a day
- Follow up on all assignments and task
- Perform any general cleaning/porter job functions as needed to ensure all cleaning and service functions are completed to customer's satisfaction
- Personnel -be aware of the fundamentals of good personnel management and ensure work-site complies with all State and Federal guidelines ABM policies

## Qualifications for assistant district manager

- Two years relevant work experience, some supervisory and previous distribution experience preferred
- Ability to recruit and hire carriers and drivers
- Ability to work effectively in a fast-paced, deadline-driven work environment
- Must have a valid driver's license, proof of insurance, a decent driving record and a reliable vehicle to perform these duties

