Example of Assistant General Manager Job Description

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Our growing company is looking to fill the role of assistant general manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for assistant general manager

- Work closely with Ground Support Equipment (GSE) maintenance department, ensuring minimal down time for all Company support equipment
- Develop, implement, and monitor GSE Preventive Maintenance (PM) program
- Possess excellent interpersonal skills and the ability to speak to all levels of clientele
- Responsible for scheduling loading dock/service elevator for all move-in, move-out other service elevator requests
- Follows safety procedures and maintains a safe work environment in all common areas heart of the house
- Maintains current resident information in Connect (amenity reservations, vehicle, pets and visitor registrations)
- Ensuring continuous improvement in the areas of safety, operations, finance
- Assist the General Manager in all front of the house operations, ensuring excellence in guest service and satisfaction through a "Do Whatever It Takes Attitude"
- Support the day-to-day operations of the GM
- Maintain professional and personal calendar of GM’s meetings, conference calls, events, appointments and travel

Qualifications for assistant general manager

- Monitoring of staff to ensure the adherence to established policies and

- Communicating clearly in written and verbal forms with the ability to present concepts and ideas to management, peers, and associates
- Supervisory experience in the hotel industry a must
- Experience with Marriott computer systems preferred
- Must be ServeSafe certified within 60 days of employment
- Guest Service - knowledge of principles and processes for providing Guest services