



# Example of Retail Assistant Manager Job Description

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Our innovative and growing company is hiring for a retail assistant 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 retail assistant manager

- Direct the work of reporting store associates
- Provide feedback to corporate for local events that may influence issued labor hours
- Have obtained a high school diploma or GED Associate's or Bachelor's degree in Retail Merchandising, Retail Management, Business or related field preferred
- Able to add, subtract, multiply, and divide in all units of measure Possess strong interpersonal and communication skills
- Attainment of the Certified Travel Agent (CTA) professional travel designation will be required within two (2) year of acceptance of the position
- Knowledge of Pennsylvania Department of Motor Vehicle laws is preferred

## Qualifications for retail assistant manager

- Prior retail management experience is preferred
- Able to add, subtract, multiply, and divide in all units of measure
- Have a positive, friendly and outgoing personality
- Must be dependable, honest, courteous and self-motivated
- Must be willing to relocate to other company locations if needed
- Ability to remain standing and/or walking for long periods of time on concrete floors