

Assistant Manager Job Description

Duties and Responsibilities:

- Organize separate activities that occur in a firm in an orderly manner so as to make sure that everything goes on smoothly in the firm
- Ensure that customer needs are met without breaching company rules or going against the interest(s) of the company
- Pay attention to every single detail that may pose a problem to the effective running of the firm's daily activities, and suggest/develop solutions for each problem
- Supervise other employees' works to ensure that they are carried out effectively so as to attain the organization's goals/objectives
- Provide administrative support to top managers of the organization
- Take care of staff welfare like making sure that workers are paid accordingly and as when due
- Conduct staff trainings as at when due to ensure enhanced performances and quality delivery at all times.

Assistant Manager Requirements – Skills, Knowledge, and Abilities

- Effective communication skills and the ability to coordinate series of activities into achieving a given set of objectives
- Ability to work in a team, both as a leader and as a member of a team
- Good leadership skills are also required
- Confidence and self-drive
- Good interpersonal and man-management skills
- Ability to be attentive at all times
- A degree in Business Management/Administration or any other Social Science discipline
- 1-2 years of work experience in a similar role.