

Dollar General District Manager Job Description

- Ensures that all personnel adhere to safety and practice work related rules
- Develops budget to be use in running the store
- Ensures that all personnel have adequate training, which will aid them in their respective duties
- Devises objectives, formulates plans and executes strategy for optimizing operations according to business plan
- Devises and supervises training schedule for personnel at all levels
- Develops business plans, including pricing policies, market analysis, and customer surveys
- Ensures that merchandise in the store meets high quality standards so as to maintain a good reputation of the company
- Performs sales planning by analyzing point of purchase data, retailer reports, competitor's advertising expenditures and financial information
- Directs and coordinates activities of employees to achieve company objectives
- Estimates cost of operating expenses, product sales and profit margins
- Examines management reports and keeps apprised of business trends, competitors' activities and market segmentation
- Interprets financial data such as balance sheets, profit-loss statements, operating budgets, abstracts of payroll data, etc. to management and prepares reports
- Manages and controls employee performance by establishing performance standards, conducting appraisals, ensuring compliance with policies and procedures, handing out discipline/corrective action
- Orders merchandise and supplies
- Participates in developing merchandising plans; selects suppliers of merchandise to be carried
- Prepares and supervises operating budgets for the store

- Devises policies and implements procedures for sales, purchasing and inventory control.