

Family Dollar Assistant Manager Job Description

- Provide customer service to customers in a courteous manner by assisting them with their needs
- Answer questions, provide information, and help customers find products they are looking for
- Assist store managers in maintaining inventory levels and ensuring that shelves are stocked with merchandise
- Keep track of sales and ensure that cash registers ring up accurate numbers
- Set employee schedules and monitor performance of employees
- Conduct audits and inspections of stores to ensure compliance with company policies and procedures
- Hire and train new employees
- Delegate work as needed
- Maintain records of transactions and other financial matters
- Prepare reports and make recommendations regarding operations
- Meet with management periodically to provide updates on operations and suggest improvements
- Maintain inventory control
- Track and report on any problems or issues that may arise within the organization
- Fill in for absent managers when necessary
- Monitor and evaluate the effectiveness of the department's programs and services
- Manage the budget and make sure it is balanced
- Work with vendors and suppliers to obtain supplies and equipment.