

# Assistant District Manager

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As an Assistant District Manager you will assist Money Matters District Managers in developing offices by impacting growth, creating great customer experiences and being part of local communities. As a Money Matters leader you are performance driven and will assist in the growth and development of Money Matters employees. You will assist in the planning of strategies and implementation and training of new products and services. You are a leader of leaders, assisting with developing diverse teams that know their markets, communities and customers.

## *Using your past experience you will:*

- Assist in the management of successful businesses: assist in developing district-level strategies to achieve each store's financial, operational and customer-service goals, while addressing each store's unique strengths and challenges.
- Assist in the development of Office Managers: motivate, coach and strengthen Office Managers as team leaders and operators.
- Serve as a resource: provide expertise on key customer issues, team staffing and management, store operations and company policies and procedures
- Be able to step in and manage offices and manage Money Matters Districts when the District Manager is on vacation or administrative leave as dictated by the Money Matters Vice-President

## *Qualifications:*

- 3+ years of experience in a customer service oriented role
- Strong organizational, interpersonal and problem solving skills
- In depth knowledge of Company Policy and Procedures
- Understanding of Key Drivers and how to influence them
- In depth understanding of the P&L
- Ability to influence P&L positivity
- Ability to train employees with different skill sets
- Skills to manage and track progress in a multi-unit environment
- Flexible schedule with overnight stay (up to 50% travel)