

The CareerCatchers, Inc. (4873)  
To: Employment Counselor  
Date: 03/22/2026



Dollar Tree  
15461 EXCELSIOR DR  
BOWIE, MD, 20716  
[www.dollartree.com/careers](http://www.dollartree.com/careers)

## Assistant Manager II

**Number of openings:** 1  
**Employment status:** Full-time

**Shift:** Varies

We're seeking an Assistant Store Manager to join our team to help with store operations, customer service and team development. Duties include, but are not limited to, the following:

- Assist with store functions and day-to-day store activities
- Help customers in a positive, approachable manner and address any questions or concerns they may have
- Help organize, and transfer merchandise from delivery truck to stockroom to sales floor as needed and ensure the seasonal areas of the store are maintained
- Perform opening and closing procedures as needed
- Process all corporate directives including Pull and Hold/Destroy, Task Compliance, Key Survey information requests and any additional communications related to store activities
- Maintain promotional effectiveness of store-front fixtures and displays
- Assist in ordering merchandise, processing damaged merchandise, record keeping (including payroll, scheduling, and cash register deposits and receipts), and loss prevention
- Maintain areas of the store, including a well-stocked sales floor and organized stockroom, to company standards
- Protect and secure all company assets, including store cash
- Adhere to policies and procedures including safety guidelines and ensure all store associates follow company policies and procedures
- Help the Store Manager supervise, train, and develop Store Associates
- Ensure a positive, safe, and respectful environment while maintaining professional and friendly interactions with customers, associates, and leaders
- Responsible for maintaining the cleanliness throughout the store, including cleaning and restocking bathrooms, sweeping and mopping floors, taking out the trash, and ensuring all areas are neat and presentable
- Other duties as assigned\*

### Skills and Experience:

- High school diploma or equivalent is preferred; ability to read, interpret, and explain operational directives (e.g., merchandise schematics, etc.) is required
- Store management experience in retail, grocery, or drug store environment is preferred

- Must be able to lift up to 55 lbs. from floor to above shoulder height and meet demands of frequent walking, standing, stooping, kneeling, climbing, pushing, pulling, and repetitive lifting
- Strong communication, interpersonal, and written skills are required
- Ability to work in a high-energy, team environment is required
- Exceptional customer service, organizational, and communication skills are required
- Strong problem solving and decision-making skills are required

**Perks and Benefits:**

We offer a wide variety of rewards to support your health, wealth, and mental well-being. In addition to medical, pharmacy, dental, and vision insurance, we offer:

- Employee Assistance Program
- Retirement plans
- Educational Assistance
- And much more!

*We are an equal opportunity employer committed to complying with the Americans with Disabilities Act (ADA) and providing reasonable accommodations to qualified individuals with disabilities.*

*This job specification should not be construed to imply that these requirements are the exclusive standards of the position. This is not to be considered a complete list of job duties, which appear in the job description for this position, and which may be amended from time to time at our discretion. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor.*

*Please note, this job description is not a contract of employment and may be modified to meet evolving business needs. Employment is at-will, meaning that either the employee or the company may terminate the employment relationship at any time, with or without cause or notice.*

Full time

15461 Excelsior Drive, Bowie, Maryland 20716-2208

04992

Dollar Tree

From:

18.5

To:

19.25

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[Apply Here Now](#)

Salary will always start at no less than the state minimum wage.

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.  
We appreciate you sending qualified applicants to our stores and facilities.