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# Example of Apartment Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of apartment manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for apartment manager

* Oversee the quality and completeness of the plans & construction documents
* Manage superintendents & other field staff, and develop the objectives & goals for each individual
* Create and manage the project budgets
* Create RFP’s, solicit competitive bids and award all contracts
* Develop the project schedule and ensure that it is met
* Effectively contract and manage all Contractors working on the project
* Monitor the progress of the construction activities on a regular basis and hold regular status meetings with field based teams
* Oversee quality controls and ensure company standards are upheld
* Maintain strict adherence to the budgetary guidelines, schedule and quality
* Promote and ensure all safety standards are upheld

## Qualifications for apartment manager

* Prior experience with NYC rent stabilized properties, outer borough experience is a MUST
* Extensive unit construction renovation experience
* EPA certification, Type I & II is preferred- training available!
* Analytical skills and the ability to develop market & consumer insights, marketing strategy and analyze campaign effectiveness and ROI
* You know your markets, your product, your customers and competition better than anyone
* You’re biased toward action