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# Example of Apartment Manager Job Description

Our growing company is hiring for an apartment manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for apartment manager

* Attend evening and weekend programs on a regular basis
* Be the point of contact for Parents or Guardians about student concerns
* Be present and interact with staff and residents for a minimum of three evening hours per week
* Create and maintain accurate facilities and furnishing inventories for all students
* Plan, coordinate, assist and participate in the apartment sign-up outreach efforts including open houses, and residence hall visits
* Contribute to department marketing and advertising efforts and strategies for apartment living on campus and for summer conference business
* Manage resident assignment changes within apartments and update databases accordingly
* Manage mail, package sorting and delivery for the 1000 residents
* Manage the mail forwarding process for vacations and summer breaks ensuring the timely and efficient handling of US Mail
* Maintain furniture condition, key and access card inventory for all student and common rooms

## Qualifications for apartment manager

* Creatively advertise your community to increase traffic of prospective residents
* Discover the needs of current and prospective residents and work to overcome their challenges
* Partner with your service team to maintain the physical condition of the property and identify potential community improvements
* Minimum of 3 years of supervision experience required
* Degree in construction management, safety, risk management, or related preferred
* Ability to be medically cleared and fit tested for respirator use