



Example of Apartment Manager Job Description

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Our innovative and growing company is searching for experienced candidates for the position of apartment manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for apartment manager

- Drive a cross-functional team of experts (media, creative, data science, researchers) against a set of business & marketing goals
- Maintains compliance with OSHA regulations and hazardous chemicals program the Safety Risk Manual forms and checklists, per schedule
- Prepare initial apartment rehab scopes, refine scopes based on direction from ClearWorth team, and bid scopes to a minimum of three contractors
- Analyze bids for accuracy in-line with project requirements, identify bid estimation discrepancies and work with bidders to clarify
- Oversee and direct multifamily rehab and capital projects from conception to completion
- Write, review and revise as necessary all scopes of work for various projects
- Work with city/county officials, pull necessary permits and call for inspections
- Establish benchmarks and review the work progress on daily basis
- Plan ahead and prevent problems and resolve any emerging ones
- Oversee multiple apartment renovations and CapEx projects

Qualifications for apartment manager

- Experience leading others in delivering outstanding customer service
- Proven track record managing budgets and increasing net operating income
- Proven track record of managing a sales team to reach and exceed team and individual goals

- Experience operating propriety computer systems, for example hotel & property operations, logistics, finance and inventory in addition to Microsoft Office Suite
- Ability to manage or delegate activities including employee relations, scheduling and staffing