



# Example of Apartment Supervisor Job Description

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Our growing company is searching for experienced candidates for the position of apartment supervisor. 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 supervisor

- Update availability report, process applications for approvals
- Ensure apartment is ready for resident to move-in on agreed date
- Secure new resident's signature(s) on appropriate paperwork prior to move-in
- Assist in monitoring renewals
- Represent the company in a professional manner at all the times
- Follow up on any Lease Violations and complete all required paperwork
- Issue stickers to vehicles parked on property not kept in good order
- Maintain database of information related to costs, current residents, supplies orders
- Complete Move Out forms per policy and ensure forms are shared with accounting team weekly
- Maintain updated post office list for Cactus Postal Service

## Qualifications for apartment supervisor

- Position requires long periods of standing and walking and frequent lifting of objects weighing approximately 50 pounds
- May have HVAC and/or other related state required certifications (Certified pool operator)
- As a condition of employment, employee must successfully complete a background investigation and a post-offer/pre-employment drug/alcohol test, may be required to pass Drivers Record check

- As a condition of employment, employee must successfully complete a background investigation and a drug screen in accordance with all federal, state, and local laws