



# Example of Apartment Supervisor Job Description

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Our innovative and 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

- Meet Weekly with Community Relations Manager to review KPI results
- Operate facility within established budget
- Maintain database of KPIs on a Weekly Basis
- Serve as Liaison between construction company building new units and JBS Beef Plant as needed
- Beef Industry Knowledge Preferred
- Kronos & SAP Knowledge and Experience
- Report hours daily to Community Relations Manager and Payroll team
- Submit all required move in/out documentation to accounting daily for accuracy
- Follow up on eviction processes weekly

## Qualifications for apartment supervisor

- Administers site safety programs outlining site-specific hazards for security officers including vehicle / driving safety as appropriate to corporate procedures
- Prepared to participate in unemployment hearings
- Skill and ability to clearly and concisely communicate verbally and in writing with residents, vendors, and co-workers
- Skill in guiding and directing the work of others
- Skill in organizing multiple tasks at different locations

