



Example of Resident Manager Job Description

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Our company is searching for experienced candidates for the position of resident manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for resident manager

- Coordinate among agencies, designer, contractors, and third party utilities for any constructability analysis and follow up with RFI, Change Notice, Change Order and implementations
- Set up required material testing
- Review and provide response letters for RFIs, Submittals
- Generate fair cost estimates and track extra work bills
- Provide project progress, support documents and discuss with scheduler
- Generate Q sheets and verify contractor's payment request, and process monthly payment applications
- Researches and prepares various reports pertaining to operations, equipment, policies, procedures, and/or other issues, as appropriate
- Available for after-hour resident and marketing events and university/student functions
- Conduct regularly scheduled resident meetings to again maintain a meaning relationship with the residents and to serve their needs
- Manage and coordinate all aspects of the human resources program with the Director of Human Resources including hiring/firing, payroll, salary administration, unemployment, workers compensation

Qualifications for resident manager

- Demonstrated mathematical skills necessary to add, subtract, multiply, and

- A Bachelor's Degree or higher is required for this position
- 5+ years managing teams of 15+ technical security engineers
- Assist the Business Manager with inspecting vacancies, adherence to Community Policies
- Bachelor Degree in Mechanical or Electrical Engineering or Technical Bachelors degree with related experience
- World Class Manufacturing Experience (Lean Manufacturing)