### English Translation: Apartment Building Management in the US

Apartment building management in the United States is a field that requires a combination of management skills, communication skills, and legal knowledge. An apartment building manager is responsible for operating and maintaining an apartment building efficiently, ensuring the rights of residents and property owners.

**Here are some of the primary duties of an apartment building manager in the US:**

* **Financial Management:**
  + **Budgeting:** Planning and managing the annual budget of the building, including maintenance, repairs, insurance, taxes, and other expenses.
  + **Collections:** Collecting rent and service fees from residents and ensuring timely payments.
  + **Accounting:** Tracking income and expenses, preparing regular financial reports, and ensuring compliance with accounting regulations.
* **Human Resources Management:**
  + **Recruitment:** Recruiting and training building managers, security guards, cleaning staff, and other employees.
  + **Performance evaluation:** Evaluating employee performance and implementing improvement measures.
  + **Dispute resolution:** Resolving employee-related issues, including complaints and disputes.
* **Property Management:**
  + **Maintenance:** Planning and overseeing routine and emergency maintenance of the building, equipment, and facilities.
  + **Repairs:** Managing building repairs and renovations, ensuring that work is completed on time and to a high standard.
  + **Safety:** Ensuring the safety of residents and property by implementing security and fire safety measures.
* **Resident Relations:**
  + **Communication:** Communicating regularly with residents to address their needs, resolve issues, and provide necessary information.
  + **Event planning:** Organizing community activities to foster positive relationships among residents.
  + **Dispute resolution:** Resolving disputes between residents fairly and reasonably.
* **Legal Compliance:**
  + **Housing laws:** Ensuring that the building complies with all housing laws, including safety, sanitation, and environmental protection regulations.
  + **Contracts:** Managing lease agreements, service contracts, and other contracts related to the building.

**Required Skills for an Apartment Building Manager:**

* **Communication skills:** The ability to communicate effectively with a variety of people, including residents, service providers, and employees.
* **Problem-solving skills:** The ability to quickly identify and resolve issues that arise.
* **Time management skills:** The ability to manage multiple tasks simultaneously and prioritize important tasks.
* **Legal knowledge:** Understanding of the laws and regulations related to apartment building management.
* **Technical skills:** Basic knowledge of building systems such as electrical, plumbing, and HVAC systems.

**Note:** Apartment building management responsibilities may vary depending on the size and type of building. However, the primary duties outlined above are generally common to most apartment building management positions.