



Job Description – Property Manager

Job Location: Raleigh, NC

Industry: Commercial Real Estate

Reports to: President - Management Services

Employment Type: Full-time, On Site

Come join us! We are APG Advisors. Nice to meet you.

From commercial real estate advisors, developers, investors, to marketing professionals, IT experts and more, our career opportunities come in all shapes and sizes. But with one common goal – to help the best and the brightest exceed their potential. We are fully immersed in our local markets, bringing an entrepreneurial approach to supporting our clients, wherever they may be.

We're focused on helping our employees fulfill their career dreams. We push each other to be better than we thought we could be. We go the extra step for our clients and partners, creating memorable experiences that enhance and grow relationships, and we have a lot of fun along the way. We encourage creative thinking and provide an open environment for employees to share ideas. Most importantly, you will enjoy our family-oriented values, culture and camaraderie which truly is our company bedrock.

About the Job

The Property Manager is responsible for the overall management and operational aspects of a diverse commercial real estate portfolio, including office, retail and industrial assets to the highest level attainable, consistent with the company's mission statement and owner's goals and objectives. This position also requires direction and oversight of maintenance team members to ensure optimal mechanical operation efficiency, adequate building and grounds cleanliness, and the implementation of preventive maintenance programs to insure asset preservation. The Property Manager is also responsible for developing property budgets, managing to the budget throughout the year, financial reporting and generation of monthly reports. Maintaining excellent client and tenant relations is fundamental to this position. Also fundamental to the Property Manager's responsibilities is project management to include tenant build-outs, bidding, contracting and managing capital projects.

About the Job Requirements: The successful candidate will:

- Regularly inspect tenant space, public areas, storerooms, utility rooms, basements, stairways, and grounds to ensure that the building cleanliness is adequate and grounds are well maintained. Consult regularly with in house maintenance personnel as well as third party contractors regarding any areas of concern.
- Establish a working relationship with building tenants. Maintain liaison through occasional office visits and telephone calls. Meet all new tenants upon taking occupancy. Always be mindful of tenant retention upon lease expiration.

- Conduct regular meetings with key contracted vendors.
- Assist in updating building specific operating procedures.
- Administer tenant leases. Work closely with Property Management Assistants and Accounting to ensure timeliness and accuracy of move-ins and move-outs, lease data input correctly, rent step ups are timely, etc.
 - Insure the timely collection of all rents.
 - Negotiate and document lease modifications.
 - Manage the reconciliation and billing of all common area expenses annually.
- Implement and manage building security procedures.
- Institute appropriate procedures to control energy costs and train maintenance personnel to support same
- Perform periodic inspection of mechanical, electrical, plumbing, and fire protection systems with the Maintenance Tech.
- Establish and maintain a preventive maintenance program to mitigate equipment failure and optimize operational efficiency
- Preparation of annual operating and capital budgets for submission to client owners to include long-range capital plans where appropriate.
 - Prepare and distribute monthly financial reports.
 - Review and approve all invoices for proper coding in accordance with the approved chart of accounts and approved operating budget.
 - Respond promptly to any client and/or tenant issues that arise in a courteous and helpful manner.
 - Exercise a thoughtful approach to managing each property in ways supportive of generating higher property values for client owners.

This job description outlines the primary responsibilities associated with the Property Manager position, but does not imply, nor should it be construed, to be all inclusive. Other responsibilities may be required or added depending on client requests or changes in the portfolio from time to time.

SUPERVISORY RESPONSIBILITIES

Directs maintenance, administrative, clerical and contractor personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training, assigning and directing work; following up, appraising performance; addressing complaints and resolving problems.

Required Education and Experience

Bachelor's degree is required along with a minimum of 3 years of commercial property management experience. Must have a current North Carolina Broker's license. A related designation such as Certified Property Manager (CPM) or Real Property Administrator (RPA) is preferred. Excel and Microsoft Word proficiency is required, along with familiarity with MRI or similar commercial real estate-based accounting software.

LANGUAGE SKILLS

Ability to read, analyze and interpret business contracts, technical procedures, professional journals and related correspondence. Must be able to write reports, business correspondence, and procedure manuals and be able to effectively present information, communicate and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL & FINANCIAL SKILLS

Ability to add, subtract, multiply, divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, percent and date. Must possess a solid comprehension of real estate property management terms, financial metrics and calculations

REASONING ABILITY

Must be able to solve problems effectively and timely and in a manner that will allow supervised staff to learn and develop the same skill through example.

OTHER SKILLS and ABILITIES

Must be able to establish priorities but adapt quickly to changes in daily schedule. Must have a strong attention to detail and the ability to deliver the required accuracy in the generation of reports, correspondence and Request for Proposals. Possess the ability to work independently as well as part of a team with a professional and positive attitude.

Compensation and Benefits

Competitive salary including a full range of health benefits, vacation plan, 401K and other benefits are available.

APG Advisors complies with all applicable federal and state nondiscrimination laws and provides equal employment opportunity to all persons. No employee or applicant for employment will be discriminated against on the basis of race, religion, color, nationality or ethnic origin, marital status, veteran status, citizen status or physical or mental disability, gender, sexual orientation, LGTBQ status, age or any other characteristic protected by law.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and reach with hands and arms. The employee frequently is required to sit and to talk or hear. The employee is required to stand; walk; climb or balance, stoop, kneel and crouch, talk, see and smell.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. There is heavy inter-personal contact on a daily basis.