



## **Property Manager – Commercial Real Estate**

**Location:** Raleigh, NC

**Employment Type:** Full-time, On Site

### **About Us**

APG Advisors is a full-service commercial real estate firm with a collaborative, entrepreneurial culture. We value relationships, creativity, and a team-driven environment while providing top-tier service to our clients.

### **About the Role**

We are seeking an experienced **Commercial Property Manager** to oversee a diverse portfolio of **office, industrial, and retail properties**. The ideal candidate has at least **3 years of property management experience** and a strong understanding of financial reporting, tenant relations, and building operations.

### **Key Responsibilities**

- Manage day-to-day operations of office, industrial, and retail properties
- Oversee maintenance staff and vendors to ensure optimal building performance and preventive maintenance
- Build strong tenant and client relationships, ensuring high tenant satisfaction and retention
- Prepare and manage annual operating/capital budgets, monthly financial reports, and expense reconciliations
- Administer leases, coordinate move-ins/move-outs, and ensure accurate billing and collections
- Manage tenant buildouts, capital projects, and vendor contracts

### **Qualifications**

- Bachelor's degree required
- Minimum **3 years of commercial property management experience** (office, industrial, retail)
- Current **North Carolina Broker's license** required; CPM or RPA designation preferred
- Proficiency in Microsoft Excel, Word, and commercial real estate accounting software (MRI or similar)
- Strong communication, problem-solving, and organizational skills

### **What We Offer**

Competitive salary, health benefits, 401K, paid time off, and a supportive, family-oriented culture.