



Come join our team here at Pettinaro. Our dedicated employees are our greatest asset and we strive to provide an environment that attracts, develops, and retains the best talent. We conduct our business with integrity and at the highest standards while anticipating and understanding our customers' needs and expectations.

We are current recruiting for a Commercial Property Manager. ***This is not a Residential Property Manager Position.***

This position is accountable for the day to day responsibility of planning, implementing, and managing operational and financial success of the assigned commercial real estate assets. Management shall be based upon the expectations of owners, to enhance the value, while protecting the integrity of asset(s), through strategic planning and operational efficiencies, including identifying cost reduction opportunities.

The Property Manager shall be accountable for the supervision, management, critical thinking, problem solving, conflict resolution and decision-making responsibility for the day-to-day operations of the assigned real estate portfolio, as well as long-term strategic planning in alignment with owner's objectives. The Property Manager shall be willing and able to collaborate with cross functional service providers within the internal Property Management, Lease Administration, Accounting, Legal, Construction, and Leasing divisions of company, as well as external third party service providers and vendors. The Property Manager is responsible for ensuring compliance with all lease provisions and must have experience reading and understanding commercial leases.

Asset types include a portfolio of commercial real estate only, consisting of office, retail and warehouse properties. The overall portfolio is located within Delaware, Maryland and Pennsylvania.

At all times, the Property Manager shall provide a high level of customer service and professionalism to both our tenants and internal associates, while protecting the best interests of the property ownership. A successful Property Manager can say "no" with a smile.

Position Requirements: The individual must have experience with a commercial real estate company, executing similar commercial property management responsibilities. The successful candidate must be customer service oriented and be an accomplished, self-motivating, high-performing individual with a demonstrated ability to work cooperatively with multiple internal business departments in a fast-paced environment while consistently delivering high-quality work. Very strong attention to detail, superior organizational skills, project management skills, financial skills, and time management skills are critically essential to success in this position.



Must have the ability to coordinate and work with maintenance staff to perform on-site duties. This position requires exposure to various weather conditions and physical requirements.

The work style of the qualified individual must be professional, respectful, courteous and a “can-do” attitude. In addition, a positive attitude and willingness to take on tasks outside of the position’s generally defined roles will ensure success for the individual in this position. A willingness to be a team player and get-along with many diverse personalities and situations is critical to the success of this position. Proactive planning of activities and situations is also critical to the success of this position.

A BA/BS/Associates degree is preferred, although significant practical relevant experience may be acceptable.

Working knowledge of property management software programs is preferred. Strong skills in Microsoft Office Suite are required. Ability to learn new software programs is needed. A valid driver’s license is required to travel to properties and meet with tenants and vendors on site. Regular office hours are required however, this position may be required to work beyond normal business hours as needed. ***This position is not a remote position.***

Pettinaro is an equal opportunity employer with a preference given to Veterans. All candidates must be able to pass pre-employment criminal and drug screen testing. Salary will be commensurate with experience.

Job Type: Full-time

Benefits:

- 401(k) matching
- Dental insurance
- Disability insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday
- On call
- Weekends



COVID-19 considerations:

To ensure the health and safety of all our employees, Pettinaro has implemented Covid-19 Centers for Disease control policies for our employees. Personal hygiene include stringent hand washing and use of PPE including face masks at all times on-site.

[Click here to fill out our online application!](#)