



Position Title: Director of Office Leasing

Reports To: President, Pettinaro Management, LLC

SUMMARY: Pettinaro Management, LLC is searching for someone to join our team as a Director of Office Leasing. We are looking for someone to take responsibility and accountability for the successful leasing of all of office space within our portfolio. Some additional leasing duties will be focused on limited industrial properties as well. This person will serve as the owner's representative during the leasing process for office and industrial products. This will be accomplished by developing and executing an aggressive leasing and sales strategy. A successful candidate will aggressively and proactively search for and secure tenants to lease space, via direct relationship development, cold calling, warm calling, electronic marketing campaigns, and good old fashioned "beating the bricks." The portfolio is mainly located in the Wilmington, Delaware area.

The individual must have experience in the commercial leasing industry. The successful candidate should have a proven history of strong relationship building with both national, regional, and local brokers, as well as tenants. This person must be able to "close" the deal in a timely and efficient manner satisfactory to ownership's investment criteria. The individual must have a sense of urgency to deliver an elevated level of customer service to both the prospective tenants and ownership.

Required skill set includes being self-motivated, a proven high-performing leasing representative with a demonstrated ability to work cooperatively with multiple internal business departments. Must be able to work within a fast-paced environment while consistently delivering high-quality work. Extraordinarily strong attention to detail, superior organizational skills, project management skills, financial analysis skills, and time management skills are critically essential to success in this position. Must have the ability and desire to coordinate and work with other internal and external leasing personnel, as well as the internal property management, accounting, and construction teams.

This individual must have a working knowledge of real estate deal structures and lease terminology; possess excellent negotiation and sales closing skills; be able to communicate with excellent written and verbal skills; problem solve; multi-task; travel to properties frequently; and be open to and willing to accept input and direction. A desire to optimize the ownerships investment positions is critical.

The work style of the qualified individual must be professional, respectful, courteous and a "can-do" attitude. A willingness to be a team player and to get along with many diverse personalities and situations is critical to the success of this position. Key areas of success are related to prospecting for tenants; negotiating lease terms; obtaining market intelligence; developing financial models: relationship management; developing marketing plans; and other duties as assigned.

Minimum requirements include experience in the commercial real estate leasing industry; sales skills; customer service skills; and related practical experience.

A BA/BS college degree is preferred, although in lieu, significant practical relevant experience may be acceptable. A CCIM, SIOR, or equivalent certification is a plus. Working knowledge of Microsoft products and the ability to learn new software is required.

Send your resume and cover letter to jobs@pettinaro.com

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