



Management, LLC

## **Architectural Project Manager**

### **Position Summary for Architectural Project Manager**

Pettinaro, a privately owned Wilmington, Delaware Real Estate Development and Management Company is seeking an Architectural Project Manager to join our growing company. Pettinaro designs, builds, and manages over five million square feet of retail, office, warehouse and multi-family real estate in Delaware, Pennsylvania, and Florida.

#### Essential Duties and Responsibilities:

- Responsible for Schematic Design such as conceptual design options (site and building), presentation drawings, preliminary code analysis and square footage analysis.
- Responsible for Design Development in terms of researching choosing appropriate construction materials/details, performing final code analysis, creative construction documents, coordinate material/details choices with construction department, coordinate with consultants to develop their drawings, review consultants' work.
- Responsible for Construction Administration such as attending job meetings, addendums during bid period, reviewing shop drawing submittals, responsible for keeping CRX Design log updated on a weekly basis.
- Attending weekly project/staffing meetings in the Architecture Department.

#### EDUCATION AND EXPERIENCE:

- Bachelor of Science in Architecture preferred.
- Previous demonstrated experience as an Architectural Project Manager with 10-15 years of commercial experience.
- Must be able to manage all aspects of a project including managing consultants.
- Must be proficient in AutoCAD.
- 3D Rendering experience preferred.
- Must have ability to communicate effectively with all levels of management and technical staff in written and verbal form.

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 work to continuously improve our internal business processes, our products and our services as our portfolio and team continues to grow.

Salary is commensurate with experience. We offer a competitive array of benefits such as medical, dental, vision 401K, vacation, and PTO.

We are an equal opportunity employer with a strong commitment to diversity in the workplace and to veterans.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Employee discount
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Referral program
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

COVID-19 considerations:

The company has stringent COVID-19 policies in place including wearing masks and social distancing.

Education:

- Bachelor's (Preferred)

Experience:

- Revit: 1 year (Preferred)
- Sketchup: 1 year (Preferred)

**[CLICK HERE TO FILL OUT OUR ONLINE APPLICATION](#)**

**All candidates must be able to pass a pre-employment drug screen and background check.**

**\*We are an equal opportunity employer with preference given to Veterans.\***