



**Agree Realty Corporation, a Real Estate Investment Trust (NYSE: ADC) based in Bloomfield Hills, Michigan is seeking to immediately fill the position of Property Manager with a qualified candidate. The position will report directly to the Director of Asset Management.**

### **Property Manager:**

The Property Manager role requires a self-motivated, organized and goal oriented individual who supports and assists in the overall property management of the Company's real property portfolio.

The primary function of the Property Manager is to be responsible for the overall management of company assets including preparing annual budgets, managing tenant and vendor relationships, bidding and negotiating vendor contracts, performing routine site inspections and supervising maintenance projects.

#### Primary Responsibilities:

- Property Management:
  - Primarily responsible for all property management responsibilities within select portfolio
    - Negotiate and document annual service contracts
    - Conduct site visits and complete Property Condition Assessments
    - Bid, review, recommend approval and oversee all maintenance and capital expenditure projects
    - Accurately review and approve invoices within authority limits
  - Thoroughly prepare all Annual Property Maintenance and Capital Expenditure Budgets for Senior Management approval
  - Review leases to accurately determine responsibilities and shared cost structure
  - Provide excellent tenant service. Respond to tenant requests/issues in a timely and courteous manner and generate work orders directed to vendors or maintenance staff
  - Develop and maintain positive relationships with onsite tenant personnel and vendors
  - Monitor delinquencies and make recommendations/enact next steps
  - Maintain relationships with local governments as need arises
- Work Order System:
  - Receive and process all Work Orders
  - Follow up on completion of all projects and close out Work Orders in a timely manner
  - Provide monthly update on Work Order status
- Property On-Boarding:
  - Maintain all property level reporting
  - Transfer roof warranties on new acquisitions
  - On-Board new properties as it relates to utility transfers, maintaining/finding vendors, proper electronic file setup
- Miscellaneous
  - Create operational and capital expenditure budgets and provide variance analysis
  - Create and maintain a current vendor and tenant database

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- Prepare portfolio summary's and other analysis to assist in the overall asset management of the portfolio
- Canvass markets to obtain market information
- Provide recommendations for capital expenditure repair/replacement based on work orders
- Assist in other ad-hoc special projects

Minimum Job Requirements:

- Strong negotiation and communication skills
- Intermediate knowledge of MS Word, PowerPoint, Outlook and Excel
- 2+ years of commercial real estate property management experience
- Solid understanding of commercial leases
- Bachelor's Degree in Business or similar field

Applicant Characteristics:

- Self-Motivated
- Results Driven
- Highly Organized
- Entrepreneurial Nature
- Ability to advance relationships
- Exhibit charisma and a passion for retail real estate

For consideration, please submit your resume by email to Jeanine Simjanoski, [jeanine@agreerealty.com](mailto:jeanine@agreerealty.com)