



**Agree Realty Corporation is seeking to immediately fill the position of Temporary Receptionist/Administrative Assistant with a qualified candidate. The position will be a 4-5 month duration with the possibility of transitioning to a permanent position with the Company.**

### **Summary**

The company is seeking a high-energy, detail-oriented and driven individual who is able to thrive in a fast-paced and dynamic environment.

The Receptionist/Administrative Assistant will be expected to handle all receptionist duties and provide administrative support to various departments. Duties include general clerical, receptionist and research work utilizing the internet and Microsoft Office tools such as Excel, Word, Outlook and PowerPoint. The candidate will be the first point of on-site contact for client and vendor interaction, necessitating a professional image and positive demeanor.

### **Primary Responsibilities**

#### **General Office Support**

- Manages the company's lobby and Lounge areas
- Greets and directs all visitors, including vendors, clients, job candidates and customers
- Support senior-level managers
- Handles special administrative projects, as well as overflow work from manager
- Receives, sorts and forwards incoming mail
- Field and direct inbound phone calls
- Coordinates the pick-up and delivery of express mail services (FedEx, UPS, etc.)
- Assists in the ordering, receiving, stocking and distribution of office supplies
- Assists with other related clerical duties such as photocopying, faxing and filing

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

### **About Agree Realty**

*Agree Realty is a publicly traded real estate investment trust (REIT) and industry leading acquirer and developer of retail net lease properties across the United States. The Company is traded on the New York Stock Exchange under the symbol ADC. Agree Realty was founded in 1971 and has been publicly held since 1994. The Company's growing portfolio currently consists of over 386 properties located in 43 states and totaling approximately 7.4 million square feet of gross leasable area. Building upon the foundation of excellence established throughout the past four decades, Agree Realty seeks to become the premier company in the retail net lease space.*