



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

Junior Property Manager:

The Junior 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 Junior Property Manager is to be responsible for the overall management of a portfolio of assets including on-boarding new assets, managing tenant and vendor relationships, bidding and negotiating vendor contracts, processing and approving property level invoices, updating asset and property level analyses and monitoring portfolio delinquencies.

Primary Responsibilities:

- **Property Management:**
 - Primarily responsible for all property management responsibilities within select portfolio:
 - Maintain assets in accordance with company standards
 - Negotiate and document service contracts
 - Bid, review, recommend approval and oversee all maintenance and capital expenditure projects
 - Accurately review and approve invoices within authority limits
 - Conduct property inspections and tenant interviews
 - 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 Rent collections and follow up on past due balances; Issue formal default notices
 - Maintain electronic and hard copy property management files in accordance with company processes
- **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:**
 - On-Board new properties as it relates to utility transfers, roof warranties, maintaining/finding vendors, proper electronic file setup
- **Miscellaneous:**
 - Create and maintain a current vendor and tenant database
 - Prepare portfolio summaries and other analyses to assist in the overall asset management of the portfolio; Update standard tracking reports
 - Canvass markets to obtain market information

70 E. Long Lake Road | Bloomfield Hills, MI 48304 | 248.737.4190 | www.agreerealty.com

Jeanine Simjanoski | 248.419.6336 | jeanine@agreerealty.com



- Provide recommendations for capital expenditure repair/replacement based on work orders
- Perform regular tenant interviews to gauge store level performance; Update the Tenant Call Log
- 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

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 296 properties located in 42 states and totaling approximately 5.4 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.