



Agree Realty Corporation (“Agree Realty”), a high-growth Real Estate Investment Trust traded on the New York Stock Exchange (ticker symbol: ADC) based in Bloomfield Hills, Michigan is seeking to immediately fill the position of Property Manager with a qualified candidate.

As a part of our team, you will experience a workplace that is highly successful, fun, rewarding, supportive and energizing. All team members are given the opportunity to aggressively advance their career in our rapidly expanding and highly profitable company. Constantly challenging ourselves to improve and learn is one of our most cherished core values. Agree Realty’s success is due in a large part to its growing, unique, collaborative team dynamic that forges strong friendship bonds among the team members. We trust and empower our team members to make decisions and improve processes. Ongoing professional development and technology training opportunities are regularly offered to help all team members advance their careers. Our team members feel comfortable and at home working in our award-winning modern office environment furnished with a generously stocked state-of-the-art Café, outdoor patio, extensive natural sunlight and open-area collaboration workspaces. Our team members enjoy generous compensation and benefits packages that include 100% company-paid health insurance, retirement plan, health club memberships and three company-provided lunches per week. Dinner is provided to team members who work late.

The Associate Property Manager is responsible for supporting and assisting in the overall management of Agree Realty’s portfolio of assets including on-boarding new assets, managing tenant and vendor relationships, bidding and negotiating vendor contracts, handling work orders and maintaining the work order system, processing and approving property level invoices, updating asset and property level analyses and monitoring portfolio delinquencies.

Primary Responsibilities:

- **Property Management:**
 - Support and assist in all property management responsibilities within the portfolio:
 - Maintain assets in accordance with company standards
 - Negotiate and document service contracts
 - Bid, review, recommend approval and oversee 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
 - Perform regular tenant interviews to gauge store level performance; Update the Tenant Call Log
 - Monitor the payment of real estate taxes and water bills through phone calls or email correspondence with Tenants and/or the local taxing and water authority's
 - Assist in other ad-hoc special projects

Characteristics:

- Analytical, detailed oriented, organized and efficient
- Strategic thinker that can manage multiple projects and priorities
- Self-Motivated, results driven and can prioritize projects to meet required deadlines
- Superior organizational skills and attention to detail
- Ability to identify issues and recommend solutions clearly and concisely
- A passion for retail real estate and brings positive energy to the team

Minimum Job Requirements:

- 2 years of commercial property management experience
- Intermediate experience with Microsoft Office Products
- Bachelor's Degree

For consideration, please submit your resume by email to Jeanine Simjanoski jeanine@agreerealty.com.

About Agree Realty

Agree Realty Corporation is a publicly traded real estate investment trust primarily engaged in the acquisition and development of properties net leased to industry-leading retail tenants. The Company currently owns and operates a portfolio of 529 properties, located in 45 states and containing approximately 10.2 million square feet of gross leasable space. The common stock of Agree Realty Corporation is listed on the New York Stock Exchange under the symbol "ADC". For additional information, please visit www.agreerealty.com.