



Agree Realty Corporation (NYSE: ADC), a high-growth Real Estate Investment Trust based in Bloomfield Hills, is seeking to immediately hire a Property Manager for the company.

As a part of our team, you will experience a workplace that is highly successful, fun, rewarding, supportive and energizing.

### **Property Manager**

The Property Manager role is responsible for the overall management of company assets, within a given portfolio, including managing tenant and vendor relationships, bidding and negotiating vendor contracts, performing routine site inspections, preparing budgets and other financial analyses and supervising maintenance and capital expenditure projects.

### **What you will do:**

- Property Management:
  - Primarily responsible for all property management activities 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
  - 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 tenant personnel and vendors
  - Seek cross-sell opportunities for other areas of Agree Realty
- 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
- Property On-Boarding:
  - Update various tracking worksheets
  - On-Board new properties as it relates to utility transfers, roof warranty transfers, maintaining/finding vendors, proper electronic file setup
- Miscellaneous:
  - Maintain a current vendor and tenant database
  - 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
  - Perform regular tenant interviews to gauge store level performance; Update the Tenant Call Log
  - Assist in other ad-hoc special projects



### **Who you are:**

- 3 years of commercial property management experience
- Intermediate experience with Microsoft Office Products
- Bachelor's Degree
- Self-Motivated
- Results Driven
- Highly Organized
- Entrepreneurial Nature
- Ability to advance relationships
- Exhibit charisma and a passion for retail real estate

### **Why us?**

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 also provided to team members who work late.

For consideration, please submit your resume by email to Jeanine Simjanoski [jeanine@agreerealty.com](mailto: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 over 640 properties, located in 46 states and containing approximately 11.2 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](http://www.agreerealty.com).