

## **Property Manager**

Our Property Managers are 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 by responding to tenant requests/issues in a timely manner and generating 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:**

- On-Board new properties as it relates to utility transfers, roof warranty transfers, maintaining/finding vendors, proper electronic file setup

### **Additional Responsibilities:**

- Maintain a current vendor and tenant database
- Prepare portfolio summary's and other analysis to assist in the overall asset management of the portfolio
- Canvas 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
- 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
- Ability to stay organized in a fast-paced environment
- Possess an ownership mentality and are results driven
- Ability to advance relationships
- Exhibit charisma and a passion for retail real estate



## **Why Agree Realty?**

Agree Realty Corporation (NYSE: ADC) is a high-growth Real Estate Investment Trust based in Bloomfield Hills, MI. We are primarily engaged in the acquisition and development of properties net leased to industry-leading retail tenants. As of March 31, 2020, we owned and operated a portfolio of 868 properties, located in 46 states and containing approximately 16.3 million square feet of gross leasable space.

We offer our team members generous compensation and benefits packages that include:

- 100% company-paid monthly health insurance premiums for team members and dependents
- 100% company-paid short-term, long-term, and life insurance premiums for team members
- Simple IRA retirement plan with 3% company match
- 3 company-provided lunches per week
- Onsite fully equipped gym and locker rooms

Our team feels at home working in our award-winning modern office buildings furnished with generously stocked cafés, state-of-the-art auditorium, outdoor patio, and open-area collaboration workspaces.

Ongoing professional development and technology training opportunities are offered to help all team members advance their careers.

**To apply, please visit:** <https://airtable.com/shrHscUL4k9a3mtvB>

For additional information about our company, please visit: <https://agreerealty.com/>

*Agree Realty Corporation is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria.*