



Administrative Assistant, Real Estate

The Administrative Assistant, Real Estate will be responsible for supporting the asset management team with daily operations including; tenant services, real estate property tax coordination, tenant insurance compliance, tenant sales and financial reporting, licenses and government forms and general administrative duties.

What you will do:

- Provide general administrative support to the asset management team.
- Partner with team lead in organization of payment of property taxes, insurance compliance, and local business registrations.
- Assist with onboarding of recently acquired assets and providing tenants with proper resources.
- Communicate with tenants regarding onboardings and property related issues.
- Coordinate lease and tenant information across internal and external resources.
- Maintain accurate tenant and lease data to be utilized across multiple company business lines.
- Develop organizational and tracking schedules to assist team with streamlining internal processes.

Who you are:

- Minimum of 1-2 years real estate experience.
- Familiar with real estate property tax and insurance compliance.
- Proven experience in a Real Estate administrative support role.
- Proficient with Microsoft Office and Outlook.
- Organized with high attention to detail.
- Self-motivated, results driven and entrepreneurial nature.
- Ability to multi-task and meet firm deadlines in a fast-paced environment.
- Ambitious, energetic with a passion to grow your career.
- Bachelor's degree (BA/BS)

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 December 31, 2020, we owned and operated a portfolio of 1,129 properties, located in 46 states and containing approximately 23.0 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/shrnJvy3nNzzcyMGZ>

For additional information about our company, please visit:

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.