



Transactions Analyst

The Transactions Analyst position will support our Transactions team by coordinating aspects of the real estate due diligence on acquisitions and select development projects.

What you will do:

- Manage internal calendar of critical due diligence dates
- Inventory seller's deliverables against the requirements in the purchase agreement and coordinate with seller to receive all required items
- Order and review third party reports (title, survey, environmental) for acquisition diligence and update internal team with any material risks affecting the value of the assets
- Coordinate with store managers to complete tenant questionnaires
- Draft due diligence checklists, market summary forms, and lease comparable sheets
- Draft the acquisition diligence sign-off packages and coordinate the changes and approval with senior leaders
- Conduct industry overviews and sector research
- Complete ad hoc analyses and tasks as assigned

Who you are:

- Bachelor's degree is required, Architecture or Engineering degree preferred
- Ideal candidates have prior commercial real estate due diligence experience
- Strong data and analytical skills, particularly with MS Excel
- Excellent attention to detail
- Strong interpersonal skills necessary to work with cross-functional teams and senior leaders
- Strong work ethic with a passion for growth and learning
- Ability to multi-task and meet firm deadlines in a fast-paced environment, including prioritizing recurring duties and ad hoc tasks as they arise

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 for the role, Please Visit: <https://airtable.com/shrARFEhUDCrgrRIX>

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.