



Assistant Lease Administrator

Our Assistant Lease Administrator position is a new role integral to supporting Agree Realty's fast growth. This position is responsible for supporting all functions of administering our commercial retail net lease agreements and offers embedded growth opportunities at the Company. This position sits on our Lease Administration team and regularly works across departments throughout the company. This individual should be excited about working in a fast-paced and dynamic environment.

What you will do:

- Drive collection efforts on all delinquent lease charges performing written and verbal outreach to tenants
- Research billing issues and present findings/suggest resolutions
- Post lease charges to the accounting system and distribute billing invoices to tenants
- Prepare tenant delinquency notice correspondence
- Generate annual property invoice reporting packages and reconcile to the accounting system
- Assist with special projects within Lease Administration or as part of a cross-functional team

Who you are:

- One to two years of business experience required, Associate degree preferred
- Experience with cash collections preferred
- Strong written and verbal skills
- Can-do attitude and strong work ethic
- Ability to stay organized in a fast-paced environment
- Strong experience with Microsoft Office Products
- Flexible and able to work independently and in a team environment

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



To apply, please visit: <https://airtable.com/shrlGFZSbz3HVCfEF>

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.