



### **Associate Property Manager:**

The Associate Property Manager is responsible for supporting and assisting in the overall management of Agree Realty's portfolio of assets including; on-boarding new assets, managing tenant and vendor relationships, drafting vendor contracts, handling work orders and maintaining the work order system, coding and processing property level invoices, updating asset and property level analyses and monitoring portfolio delinquencies.

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

#### **Property Management:**

- Maintain assets in accordance with company standards
- Draft and finalize service contracts
- Research and solicit vendors for maintenance and capital expenditure projects
- Code and process invoices
- Process, track and close out work orders
- Update and maintain data integrity in Company software and matrices
- Review leases to accurately determine responsibilities and shared cost structure
- Respond to tenant requests and work orders; Provide real-time updates to the Property Management Team
- Conduct weekly store performance calls with store managers
- Maintain electronic property management files in accordance with company processes

#### **Work Order System:**

- Input work orders into custom software and contract 3rd party vendors
- Verify completion of all projects and close out work orders; Follow up with Tenants to confirm satisfaction
- Provide a monthly update on work order status

#### **Property On-Boarding:**

- Assist in the on-boarding of new acquisitions including utility transfers, roof warranty transfers, maintaining/finding vendors, proper electronic file setup
- Update internal reports including the Vendor Contact Sheet, Net Lease Asset Matrix, Roof Warranty Matrix, and others

#### **Miscellaneous:**

- Process legal intake submissions
- Assist in processing access agreements, easement requests and condemnations
- Research trade area information including vacancies, market rents and brokers
- Monitor the payment of real estate taxes and water bills through phone calls or email correspondence with Tenants and/or the local taxing and water authority's
- Assist in other ad-hoc special projects

### **Who you are:**

- 1-2 years of property management experience
- Intermediate experience with Microsoft Office Products

70 E. Long Lake Road | Bloomfield Hills, MI 48304 | 248.737.4190 | [www.agreerealty.com](http://www.agreerealty.com)



- Analytical, detailed oriented, and efficient
- Strategic thinker that can manage multiple projects and priorities
- Self-Motivated, results driven and can prioritize projects to meet required deadlines
- Superior organizational skills and attention to detail
- Ability to identify issues and recommend solutions clearly and concisely
- A passion for retail real estate and brings positive energy to the team

### **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, 2022, we owned and operated a portfolio of 1,510 properties, located in 47 states and containing approximately 31.0 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/shrIGFZSbz3HVCfEF>

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.*