



### **Administrative Assistant:**

The Administrative Assistant sits at our front desk and is responsible for administering our office operations. You will work with all members of our Team and be the first face a guest meets when they arrive to our office. This position is the perfect fit if you enjoy being in a fast-paced environment and jumping in to support a growing team!

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

- Welcome guests and vendors to the office and manage the main office phone line
- Facilitate the mail distribution (incoming and outgoing)
- Order and stock the snack and refreshments in the cafés
- Manage the storage room organization and maintain the filing structure
- Lead the Team Lunch program by working with local restaurants to cater company-wide lunches three times per week
- Inventory management of office supplies, apparel, etc.
- Manage the building security access cards
- Provide scheduling support for Team Members and manage the conference room calendars
- Support the set-up, planning, and clean-up of office events
- General housekeeping of common areas and conference rooms
- Assist in setting up conference rooms for meetings with external guests
- Provide ad hoc support to Team Members on projects including bulk mailings and contact database management
- Act as a back-up to the Executive Assistant

### **Who you are:**

- Experience with Microsoft Office and Outlook
- Ability to maintain positive working relationships with internal and external partners
- Organized with the highest attention to detail
- Comfortable multi-tasking
- Strong verbal and written communication skills
- Ability to work independently as well as collaboratively within a team environment
- Positive attitude with an eagerness to help 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.*