



### **Insurance Specialist**

The Insurance Specialist role at Agree Realty is a new position responsible for administering all property level Landlord and Tenant insurance. Reporting to the Executive Vice President, Asset Management, this position works across teams and specifically with Property Management, Legal, and Lease Administration. There will be opportunity for this person to jump in and assist other members of the Asset Management team when capacity permits.

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

- Landlord Insurance
  - Verify that Agree Realty has the appropriate coverage on our owned properties and that the Certificates of Insurance (COIs) include any tenants that are required to be listed as additional insureds.
  - Primary responsibility for all claims filed.
  - Respond to requests from tenants asking for copies of Landlord's COIs.
  - Responsible for getting any necessary COIs related to the due diligence process.
  - Onboard new acquisitions & development with external vendors.
- Tenant Insurance
  - Verify the COIs have the coverage required by the lease.
  - Collect COIs from Tenants that have not submitted and meet internal goals for compliance.
- Insurance Claims
  - Formulate, report, and manage all aspects of commercial insurance claims ranging from management liability, general liability, property, pollution liability, cyber, fiduciary liability, automobile liability, and worker's compensation to conclusion. This also includes management of all claims, up to and including responding to interrogatories and attending mediation for litigation claims.

### **Who you are:**

- Bachelor's degree is required
- Minimum 5 years of direct experience in insurance
- General understanding of commercial real estate is preferred but not required
- Analytical, detailed oriented, organized, and efficient
- Proficient with Microsoft Office

### **Why Agree Realty?**

Agree Realty Corporation (NYSE: ADC) is a high-growth Real Estate Investment Trust based in Royal Oak, MI. We are primarily engaged in the acquisition and development of properties net leased to industry-leading retail tenants.

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 and a well-stocked café and coffee bar
- Onsite fully equipped gym and locker rooms
- Ongoing professional development opportunities



Our team feels at home working in our brand-new, modern office building furnished with a generously stocked café, state-of-the-art auditorium, outdoor balcony, and open-area collaboration workspaces. Our Culture Committee creates opportunities for team members to connect through fitness classes, volunteering, events, and dedicated groups, like our Women's Insight Network.

To apply for the role, please visit: <https://airtable.com/shr1p8mNYNEZTx1U1>

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.*