



## **Property Manager**

The Property Manager is responsible for the overall management of Agree Realty's portfolio of assets, within a given region, including managing tenant and vendor relationships, bidding and negotiating vendor contracts, performing routine site inspections, preparing budgets and other financial analyses and supervising maintenance and capital expenditure projects.

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

#### **Property Management:**

- Primarily responsible for all property management activities within select portfolio:
  - Negotiate and document annual service contracts
  - Conduct site visits and complete Property Condition Assessments
  - Bid, review, recommend approval for and oversee all maintenance and capital expenditure projects
  - Accurately review and approve invoices within authority limits
- Review leases to accurately determine responsibilities and shared cost structure
- Provide excellent tenant service by responding to tenant requests/issues in a timely manner and generating work orders directed to vendors or maintenance staff
- Develop and maintain positive relationships with tenant personnel and vendors
- Seek cross-sell opportunities for other areas of Agree Realty

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

- Receive and process all Work Orders
- Follow up on completion of all projects and close out Work Orders in a timely manner

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

- On-Board new properties as it relates to utility transfers, roof warranty transfers, maintaining/finding vendors, proper electronic file setup

#### **Additional Responsibilities:**

- Source and maintain local, regional and national vendor relationships
- Prepare portfolio-level budgets and other analysis to assist in the overall asset management of the portfolio
- Canvas markets to obtain market information
- Provide recommendations for capital expenditure repair/replacement based on work orders and property inspections
- Perform regular tenant interviews to gauge store level performance and generate leads for potential acquisitions
- Facilitation of access agreements, easements and other third-party requests
- Assist in other ad-hoc special projects

### **Who you are:**

- 3 years of commercial property management experience
- Intermediate experience with Microsoft Office Products
- Bachelor's degree preferred
- Analytical, detail 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
- Effective verbal and written communication skills
- Ability to stay organized in a fast-paced environment
- Ability to advance relationships

### **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, omni-channel retail tenants. As of December 31, 2023, the Company owned and operated a portfolio of 2,135 properties, located in 49 states and containing approximately 44 million square feet of gross leasable area.

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
- Opportunity to volunteer at a charity of your choosing with our Agree Gives Back program

Our team feels at home working in our brand new, modern office building furnished with a generously stocked café, state-of-the-art auditorium, coffee bar, 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/appbXXJWXpn1JrsI8/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.*