



HR Generalist (People & Culture Generalist)

In this position, you will engage in a variety of HR functions including recruiting, onboarding, and benefits. The HR Generalist will collaborate closely with members of the People & Culture team and our external brokers/providers to ensure we are administering HR best practices. This position will contribute directly to the evolution of ADC's culture by leading recruiting efforts, participating in culture initiatives, and contributing to HR projects. This position is ideal for someone with talent acquisition experience that is looking to expand their HR skillset. The HR Generalist will be known internally as the People & Culture Generalist and will report directly to the Director, People & Culture.

What you will do:

- Manage the full cycle recruitment process from posting the position through a new hire's first day at ADC.
- Partner with Team Leaders on creating and scoping job descriptions, assessing candidates' skill set, and making recommendations on candidates to hire.
- Train interviewers on best practices and cultivate productive candidate debrief sessions.
- Manage the new hire experience by facilitating onboarding and preparing the candidate to start at ADC.
- Administer the team member benefits and perks program. Including partnering with our benefits broker on our medical, dental, vision, disability and life insurance benefits.
- Manage leaves of absence with our benefit providers and work with team members to get them set up appropriately.
- Create and facilitate education and awareness opportunities for team members on the benefits offered at ADC.
- Support the coordination and execution of company events.
- Participate in HR projects involving employee engagement, talent development, and DEI initiatives.
- Assist in the establishment and execution of HR processes and programs.
- Monitor workplace practices to ensure full compliance with all applicable employment laws and make recommendations for changes and enhancements.
- Administer HR systems such as payroll, benefits, and learning.
- Lead team member training for HR topics.
- Administer ADP for team member information and changes, reports, and workflows.

Who you are:

- Bachelor's degree in human resources or a related field
- 4+ Years of experience in human resources or talent acquisition.
- Excellent communication (written and verbal), organizational and project management skills
- Ability to identify challenges with recommendations for solutions
- Ability to form strong partnerships at all levels of the organization
- Comfortable multi-tasking and working under deadlines in a fast-paced environment
- Can-do attitude and strong work ethic
- Willingness to roll up your sleeves and take ownership of an initiative from start to finish
- 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 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 September 30, 2024, the Company owned and operated a portfolio of 2,271 properties, located in 49 states and containing approximately 47 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/appbXXJWXpn1Jrsl8/shr1p8mNYNEZTx1U1>

For additional information about our company, please visit: <https://agreerealty.com/>