



### **Asset Management Administrator:**

The Asset Management Administrator is responsible for supporting the overall administration of a growing, portfolio of properties net leased to industry-leading, retail tenants. These responsibilities will include assisting in the Leasing, Insurance, and Property Management functions within the Asset Management department and collaborating with team members in the Accounting, Due Diligence, and Legal departments. This position will report directly to the EVP, Asset Management.

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

- Assist in the collection of new and renewal Certificates of Insurance and verify that they have the required coverage and are properly filed.
- Respond to Tenant requests for copies of Landlord Certificates of Insurance.
- Participate in the Lease abstraction process, by preparing legal documents for abstraction, reviewing completed abstracts for accuracy, and requesting abstracts to be pushed to the ERP system (MRI).
- Responsible for Delivery Notices and Commencement Date Agreements for new leases.
- Assist in sending out Welcome Packages for new assets acquired.
- Assist in the collection and digital filing of Tenant Year over Year Sales Reports and Financial Statement.
- Assist in issuing non-monetary defaults upon request from Lease Administration.
- Assist in creating and monitoring Onboarding and Offboarding checklists.
- Assist in other ad-hoc special projects

### **Who you are:**

- 3-5 years of administrative assistant experience
- Experience with Microsoft Office Products, Excel, and MRI
- Bachelor's degree preferred
- 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
- Effective verbal and written communication skills

### **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, 2024, the Company owned and operated a portfolio of 2,370 properties, located in all 50 states and containing approximately 49 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

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Talent Team | [talent@agreerealty.com](mailto:talent@agreerealty.com)



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.*