

## Job Description : Interim Graphic Designer Contract Position

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[Ackerman & Co.](#) is currently seeking a positive, motivated Graphic Designer to assist in the implementation of internal design, branding and marketing strategies. **The candidate will be expected to conceptualize original graphic design as well follow brand guidelines and tasked with a wide range of design activities within a fast-paced, entrepreneurial environment.**

**Advanced to Export Adobe Create Suite is a MUST.**

**This is a terrific opportunity for someone seeking a temp-to-perm graphic design / marketing position. Commercial real estate experience is a plus.** Either way, we aim to challenge you and offer invaluable hands-on industry experience.

Headquartered in Atlanta, Ackerman & Co. is a privately held, full-service commercial real estate firm focused on providing quality investment, brokerage, management and development services in the Southeast. The company, founded in 1967, retains an expert team of more than 100 real estate professionals. To date, Ackerman & Co. has developed and acquired nearly 35 million square feet of office, medical, industrial, retail and mixed-use space, has more than 7 million square feet under management, and maintains an investment portfolio valued at \$1 billion.

### Job Responsibilities:

- Assist in the implementation of company's brand as it relates to graphic design standards
- Support the companywide marketing efforts of properties, brokerage, etc.
- Adept to working with senior management, department heads, brokers and support staff
- Responsible for assisting the Vice President of Marketing in the strategy and content development for the Website, social media communication, email marketing, advertising, brand collateral, and other forms of brand communications

Brand collateral includes, but not limited to:

- Offering Memorandum
  - Property Packet
  - Proposals
  - Signage
  - Flyers
  - Invitations
  - Postcards
- Assist in the design and positioning of projects
  - Assist in the creation of PowerPoint & iPad presentations
  - Assist with/coordinate on-site events and promotions
  - Establish, maintain, and update files, databases, records, and/or other documents
  - Assist with additional duties as directed by the Vice President of Marketing

**Job Qualifications:**

- **Advanced to Expert knowledge of Adobe Creative Suite, Microsoft Office, Internet**
- **Ability to work using Mac (Apple) or PC**
- Possess good writing and editing skills
- **Must type at least 40 WPM**
- Ability to multi-task/manage numerous projects at once and prioritize based on deadline
- Organized, responsive, strategic, creative, proactive, hands-on and team player
- Possess a high level of customer service
- Bachelor's degree (B.A.) or equivalent experience in marketing, graphic design or related field
- **Commercial real estate experience a plus**

**Email Resume:**

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