

COMPANY PROFILE

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 more than 30 million square feet of office, medical, retail and mixed-use space, has nearly 4 million square feet under management, and maintains an investment portfolio valued at \$750 million.

Job Title: Commercial Real Estate Brokerage Intern **Date:** January 5, 2015

Employment Status: Part Time **Salary:** \$10 per hour

Job Location: 10 Glenlake Parkway, South Tower, Suite 1000, Atlanta, GA 30328

Job Description: Ackerman & Co. is seeking an intern to work within the brokerage division. The intern will be exposed to the commercial real estate industry and have an opportunity to learn from experienced professionals.

Responsibilities:

- Market Research and Analysis
- Property Research
- Company Research (tenants)
- Financial Analysis
- Prepare Reports and Presentations
- Data entry, including help with the overall organization of data
- Provide support for marketing and business development

Required Skills:

- Planning and organization
- People-oriented and able to work well in a collaborative environment
- Problem solving and critical thinking
- Strong communication and interpersonal skills
- Capable of handling multiple tasks and prioritizing workload
- Focus and attention to detail and accuracy
- Excellent proficiency with MS Word and Excel
- Excellent proficiency with internet research

Please email or fax resumes to:

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