



Hiring Profile

Administrative Assistant – Orlando, Florida

Interested in working for a company that provides its tenants with the highest level of customer service possible? That is a leader in developing and maintaining properties that are energy efficient and well maintained? Then come join Liberty Property Trust's Orlando's office as an Administrative Assistant. You will be joining a team that has a reputation for valuing its employees and helping them use their talents effectively to grow with the Company.

THE SUCCESSFUL CANDIDATE WILL:

- Greet and direct visitors and answer the telephone and direct calls in a professional manner and in accordance with Company procedures.
- Code and distribute invoices daily.
- Receive, sort and distribute incoming mail and faxes.
- Update the broker database.
- Draft, type and proofread correspondence, manage calendars and arrange meetings.
- Maintain a professional appearance for the reception area, conference area, kitchen and all other office common areas.
- Maintain files, log books, conference room, office supplies, postage machine and Marketing inventory flyer.

WHAT WE ARE LOOKING FOR IN A CANDIDATE:

- High school degree or equivalent
- At least 2 years of administrative support experience required
- Demonstrated commitment to providing a high level of customer service
- Ability to juggle multiple priorities
- Excellent verbal and written communications
- Proficient with Microsoft Word, Outlook
- Able to work independently and effectively as part of a team
- Strong problem solving, time management and organizational skills

ABOUT LIBERTY PROPERTY TRUST

Liberty Property Trust (NYSE:LRY), headquartered in Malvern, PA, is dedicated to enhancing people's lives through extraordinary work environments. The real estate investment trust (REIT) serves customers in the United States and United Kingdom through the development, acquisition, ownership and management of superior office and industrial properties. Liberty's 77 million square foot portfolio offers exceptional locations and flexible design to more than 2,100 tenants at over 700 office, distribution and light manufacturing facilities. The Company's leadership in the development of high performance green buildings has been recognized with the U.S. Green Building Council's 2006 LEED® (Leadership in Energy and Environmental Design) Corporate Leadership Award, NAIOP's (National Association of Industrial and Office Properties) 2007 Green Development Award and 2008 Developer of the Year Award and CoreNet Global's 2008 Sustainability Leadership Award for Design & Development.

Liberty offers its employees a competitive compensation package including base salary and bonuses as well as a comprehensive benefits package including medical, dental and life insurances; a 401(k) plan; employee stock purchase program, short-and long-term disability, paid time off – and a lot more!

For more information, visit www.libertyproperty.com.

**LIBERTY PROPERTY TRUST IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO
WORKPLACE DIVERSITY. M/F/D/V**