

## CONGREGATION M'KOR SHALOM JOB BANK PROFILE

We invite you to participate in a new project that will try to connect our members who have positions open in their firms with congregants who are looking for work. This is a joint project of our congregation's Social Action and Caring Community Committees. We will gather information and list these positions on the M'kor Shalom web site. Thank you.

I/WE ARE SEEKING SOMEONE: LIBERTY PROPERTY HUMAN RESOURCES

NAME OF COMPANY/FIRM LIBERTY PROPERTY TRUST

POSITION AVAILABLE IS: MARKETING ASSISTANT - CHARLOTTE, NC

DESCRIBE RESPONSIBILITIES/QUALIFICATIONS OF THE POSITION:

SEE ATTACHED PROFILE

SALARY: DEPENDANT UPON EXPERIENCE FULL-TIME  PART-TIME

BENEFITS: (DESCRIBE) INDUSTRY STANDARD FOR MEDICAL EVALUATION

EXPERIENCE REQUIRED: SEE ATTACHED JOB PROFILE

CONTACT PERSON: LIBERTY PROPERTY TRUST WEBSITE

BEST TO CONTACT BY PHONE INTERVIEW EMAIL LIBERTYPROPERTY.COM  
(WEBSITE)

YES, CONTACT ME FOR MORE INFORMATION AT BILL FISHER 1-215-255-7605  
OR BFISHER@LIBERTYPROPERTY.COM

Feel free to attach more details about this position either in hard copy or electronic reply, and please return this information as soon as possible to Rabbi Address at [rabiaddress@mkorshalom.org](mailto:rabiaddress@mkorshalom.org) or to Rabbi Address in the M'kor Shalom office.

## Marketing Assistant

### Tracking Code

116

### Job Description

**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 Charlotte office as a Marketing Assistant to provide administrative support to our leasing team. 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:

- Assist with marketing calls and marketing proposals.
- Prepare/update/maintain/organize marketing materials.
- Prepare and distribute the Monthly Space Availability Report to brokers and maintain the internal Leasing Activity Report.
- Maintain prospect information sheet.
- Prepare and distribute a quarterly Space Availability Report for brokers and tenants.
- Coordinate broker functions (i.e. golf outings, parties, tours, etc.).
- Update marketing sources (i.e. CoStar).
- Show space as needed.
- Assist in the professional handling of our prospects from initial contact through tenant move-in and during the renewal process with existing tenants.
- Prepare and administer new leases, renewals, commission agreements, amendments, etc.
- Assist leasing representatives and attorneys with document handling during lease negotiation, execution and distribution.
- Prepare and process all broker commission invoices, check requests and related invoices.
- Assist leasing representatives with scheduling space planning and tenant improvements.
- Prepare reports as needed.
- Code and process invoices—provide supporting paperwork to other administrative staff.
- Update floor plans and building/tenant lists as needed.
- Schedule meetings, answer telephones make copies, and distribute mail.

#### Required Skills

- Must be proficient in Microsoft Office (Word, Excel, PowerPoint), Adobe Acrobat, Microsoft Publisher (preferable), Adobe Illustrator/Photoshop (preferable)
- Must have strong verbal and written communication skills to interface with prospects, tenants and coworkers
- Self-starter and able to work independently, but also able to work effectively as part of a team
- Strong attention to detail and organizational skills
- Excellent time management skills with ability to juggle multiple priorities

#### Required Experience

- 3-5 years marketing experience
- 1-3 years customer service/administrative related experience
- A 4 year degree is strongly preferred

#### Job Location

Charlotte, NC, US.

**Position Type**  
Full-Time/Regular

[New Resume/CV](#) - *Submit/Create a new résumé/CV for this posting*

[Existing Resume/CV](#) - *Use an existing résumé/CV to submit for this posting*

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I/WE ARE SEEKING SOMEONE: LIBERTY PROPERTY HUMAN RESOURCES

NAME OF COMPANY/FIRM LIBERTY PROPERTY TRUST

POSITION AVAILABLE IS: APPROXIMATE PROPERTY MANAGER - WASHINGTON, DC

DESCRIBE RESPONSIBILITIES/QUALIFICATIONS OF THE POSITION:

SEE ATTACHED PROFILE - 2 YEARS EXPERIENCE

SALARY: DEPENDANT UPON EXPERIENCE FULL-TIME  PART-TIME

BENEFITS: (DESCRIBE) INDUSTRY STANDARD FOR MEDICAL EVALUATION

EXPERIENCE REQUIRED: SEE ATTACHED JOB PROFILE

CONTACT PERSON: LIBERTY PROPERTY TRUST WEBSITE

BEST TO CONTACT BY PHONE  INTERNET  EMAIL  LIBERTY PROPERTY.COM (WEBSITE)

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## Associate Property Manager

### Tracking Code

115

### Job Description

**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 Washington, DC office as an Associate Property Manager. 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.**

Support and assist the Property Manager in delivering high quality, cost effective property management services within the portfolio. This includes providing the highest possible level of customer service to tenants to help ensure long-term occupancy in company properties, ensuring the professional operation and appearance of all properties within the portfolio, helping to control operating costs, **working to reduce energy consumption and increase efficiency, successfully** implementing all approved capital expenditures and participating in the training of service technicians.

### Essential Duties:

- Regularly inspect and evaluate all building equipment, systems and grounds to ensure that the appearance and operation of the company's properties meet company standards under the direction of the Property Manager.
- Implement all property management Mandatory Operating Procedures, monitor and ensure their use in the day to day operations of the buildings.
- Conduct regular inspections of contract services, specifically including janitorial/cleaning inspections of all portfolio properties, and provide feedback to the contractors for work improvement/enhancements.
- Assist the Property Manager to ensure all emergency procedures and preventative maintenance programs are up to date for all buildings in the portfolio.
- Use the Corrigo System to regularly review work orders to ensure tenant service calls are handled within one hour and with 100% customer satisfaction. Interface with building engineers and contractors to ensure work orders are completed successfully.
- Input work orders and IAQ recommendations after building inspections to ensure proper follow up to completion.
- Visit tenants regularly and maintain a positive, proactive and professional relationship with all tenants.
- Review all service contracts to ensure all items are current including appropriate liability/insurance coverage, contracts are bid appropriately and ensure the contract database is properly updated. Maintain all contract files with invoice, COI, RFP, bid comparison, contract submittal and valid, signed contract information.
- Assist with development and creation of the annual budget and monthly variance reports and review monthly operating reports and quarterly trial balances and ensure proper allocation of service costs.
- Assist with and create tenant operating expense reconciliations and resets.
- Assist in the ongoing collection of accounts receivable by following written notification schedules, collections procedures, meeting with tenants and monitor operating expense performance for the portfolio to ensure buildings are operating as budgeted and the managing of the annual capital expenditure plan.
- Review invoices for approval by Property Manager.

- Lead monthly staff meetings.
- Administer tenant direct-bill tenant service programs in coordination with Customer Service Coordinator and building engineers.
- Participate in landlord review and construction activities as required.
- **Provide backup and assistance to the Property Manager as required including partial administrative duties as allocated.**

### Required Skills

- Demonstrated commitment to customer service and a track record of exceeding customer expectations.
- Well-developed analytical and interpersonal skills.
- Self-starter, but can function effectively as part of a team.
- Excellent time management skills and a proven ability to meet deadlines.
- Strong negotiation skills.
- Computer skills to include MS Office (including a strong command of Excel).
- Experience with JD Edwards is preferred.
- Ability to be "on call", including providing own transportation during all hours.
- Ability to obtain government clearance if needed.
- Applicable state real estate sales license preferred, or coursework started.
- Valid drivers' license and own transportation.

### Required Experience

- High school diploma or GED required. Bachelor's degree from four-year college or university preferred.
- **Two years of property or building management experience handling customer service and administrative issues related to real estate management.**

### Job Location

Washington, DC, US.

### Position Type

Full-Time/Regular

New Resume/CV

- Submit/Create a new résumé/CV for this posting

Existing Resume/CV

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I/WE ARE SEEKING SOMEONE: LIBERTY PROPERTY HUMAN RESOURCES

NAME OF COMPANY/FIRM LIBERTY PROPERTY TRUST

POSITION AVAILABLE IS: PROPERTY MANAGER - MALVERN, PA.

DESCRIBE RESPONSIBILITIES/QUALIFICATIONS OF THE POSITION:

SEE ATTACHED PROFILE ; 3-5 YEARS EXPERIENCE

SALARY: DEPENDANT UPON EXPERIENCE FULL-TIME  PART-TIME

BENEFITS: (DESCRIBE) INDUSTRY STANDARD FOR MEDICAL ILLIATION

EXPERIENCE REQUIRED: SEE ATTACHED JOB PROFILE

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## Property Manager

### Tracking Code

111

### Job Description

**Interested in working for a company that provides its tenants with the highest level of customer service possible? That is a leader in developing high performance buildings? That creates and maintains strong, long-term relationships with its tenants and vendors? Then come join Liberty Property Trust's SEPA - West (Malvern) office as a Property Manager. 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:

- Manage move-in process to tenant's satisfaction. Visit tenants regularly and maintain a positive, productive and professional relationship. Complete legal documents pertaining to lease administration and administer the lease. Assist with tenant renewals, expansions and contractions.
- Regularly inspect and evaluate all building equipment, systems and grounds to ensure that the appearance and operation of the company's properties meet company standards. Develop and maintain emergency procedures and preventative maintenance programs for all buildings.
- Oversee the work order system to ensure that tenant service calls are handled **within 1 hour and to 100% customer satisfaction.**
- Negotiate contracts with key outside contractors to provide services as required. Ensure that work performed by contractors is performed timely and appropriately and with applicable liability/insurance coverage.
- Develop and manage the annual budgets for assigned properties and ensure properties operate within budget. Review monthly operating reports and explain budget variances. Review quarterly trial balances and ensure proper allocation of service costs. Manage collection of accounts receivable and operating expenses. Manage approved capital expenditures.
- Assist in fostering a team atmosphere within the office.

### Required Skills

- Demonstrated commitment to customer service and a track record of exceeding customer expectations.
- Self-starter, but can function effectively as part of a team.
- Excellent time management skills and a proven ability to meet deadlines.
- Well-developed analytical and interpersonal and communication (both written and verbal) skills.
- Strong negotiation skills.
- Ability to use Microsoft Office.
- Valid drivers license and own transportation required.

### Required Experience

- 3-5 years of property management experience.
- Bachelor's Degree strongly preferred
- CCIM, CPM or RPA designation is preferred.
- Supervisory experience is preferred.

### Job Location

Malvern, PA, US.

### Position Type

Full-Time/Regular

[New Resume/CV](#)

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NAME OF COMPANY/FIRM LIBERTY PROPERTY TRUST

POSITION AVAILABLE IS: TAX ACCOUNTANT - MALVERN, PA.

DESCRIBE RESPONSIBILITIES/QUALIFICATIONS OF THE POSITION:

SEE ATTACHED PROFILE ; NEED EXPERIENCE WITH JD EDWARDS &

GL INQUIRY ACCOUNTING SOFTWARE , & PLUS

SALARY: DEPENDANT UPON EXPERIENCE FULL-TIME  PART-TIME

BENEFITS: (DESCRIBE) INDUSTRY STANDARD FOR MEDICAL & VACATION

EXPERIENCE REQUIRED: SEE ATTACHED JOB PROFILE ; 3-4 YEARS

CONTACT PERSON: LIBERTY PROPERTY TRUST WEBSITE - LIBERTYPROPERTY.COM

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**Staff Accountant - Tax****Tracking Code**

117

**Job Description**

Founded in 1972 and headquartered outside Philadelphia, Liberty develops, acquires, leases and manages properties with the mission to enhance people's lives through extraordinary work environments. As passionate as we are about the real estate that we develop, lease and manage, we are just as committed to our most valuable asset - our employees. Employment with Liberty is an experience where you'll encounter experience engaging work, mutual respect and people-first values. The Tax Department is seeking a motivated, team player to fill our Accountant position. This position reports to the Tax Manager and requires excellent organizational skills and the ability to prioritize work to coincide with internal and external deadlines. While this position is in the Tax Department, the day to day activity requires the application and use of general accounting principles. This position provides an excellent opportunity for advancement.

- **Work with the Tax Senior and Tax Manager in the preparation of the quarterly and annual taxable income calculation for Liberty Property Limited Partnership which owns approximately 700 rental real estate properties as follows:**
  - Prepare the following book to tax basis adjusting journal entries as following:
    - Capitalized costs analysis.
    - Allowance for doubtful accounts.
    - Intangible on Acquisitions and amortization of the intangible.
    - Reviewing the Fixed Asset and Deferred Leasing Ledgers on a tax basis.
    - Loan/Market Adjustments.
    - Analyze meal and entertainment accounts.
  - Prepare tax adjustments for properties that are sold.
  - Prepare capital account reconciliation for the partners including review of the state tax payments.
  - Research state tax law for changes in state tax rules and apply knowledge to partner state income allocations.
  - Prepare the state apportionment work papers.
  - Prepare estimated state tax payments made on behalf of partners as well as the entity.
  - Prepare tax return extensions associated with this entity.
  - **Work with Tax Senior and Tax Manager in reviewing Federal and State tax returns as prepared by outside accountants.**
- Prepare quarterly and annual taxable income calculations for lower tiered Partnerships. These items include but are not limited to:
  - Prepare and post all of book to tax basis adjusting journal entries.
  - Review tax basis income statement and balance sheet.
  - Review of partnership inter-company loans.
  - Reconcile investment-in and capital account activity.
  - Prepare tax package for outside accountants.
  - Review all tax returns as prepared by outside accountants.
  - Coordinate filing of all tax returns with the different taxing authorities for these entities.
  - Prepare appropriate extensions and estimates for these entities.
- Responsible for answering notices received from taxing authorities.
- Prepare and review Sales and Use tax returns.
- Assist with various special projects as they arise.

**Required Skills**

- Bachelor's degree in accounting.
- Excellent skills in Microsoft Excel and Word, a must.
- Well-developed analytical, interpersonal and communication skills (both written and verbal).
- Certified Public Accountant or candidate a plus.
- Ability to work overtime as needed (primarily January through April and July).

**Required Experience**

- 3 to 4 years accounting experience.
- Experience with JD Edwards and GL Inquiry accounting software a plus.

**Job Location**

Malvern, PA, US.

**Position Type**

Full-Time/Regular

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