

KILROY REALTY CORPORATION

12200 West Olympic Blvd.,
Suite 200
Los Angeles, CA 90064

Opportunity Description: Property Manager
Location: Office in San Francisco, CA

About Kilroy Realty Corporation

- Kilroy Realty is a dynamic, \$10 billion publicly-traded real estate company that is looking to add to its team of superstars.
- We believe our team, commitment to excellence, superior growth prospects, premium office and mixed-use properties and our exciting and innovative development platform make us the premier publicly-traded Real Estate Investment Trust on the West Coast.
- Our collaborative open work environment, dynamic team approach and exciting transactions create continued opportunities for growth and challenge and inspire our employees.
- As part of our core values, we are committed to sustainability and the environment and, as a result, we are recognized as the North American leader in sustainability.
- Our team is like our family. We have over 70 years of experience developing, acquiring and managing office and mixed-use real estate assets and have many employees who have been at the company for more than 15 years.
- We have a promote-from-within culture and accessible executives with open door policies. We consistently encourage our team to facilitate change, leverage technology and recommend process improvement.
- We have a flexible work attire policy that allows for jeans to be worn every day. We believe in a modern workplace where our goal is to inspire and create opportunity for our entire team.
- Please visit our website at: www.kilroyrealty.com.

About the Opportunity

This position entails the direct responsibility of the physical operations of an administrative property management support for the Senior Asset Manager responsible for 250 Brannan Street, 301 Brannan Street and the 333 Brannan development project. This position reports to the Senior Asset Manager.

Opportunity Requirements

- Well organized with attention to detail; follow through with assignments; must possess good verbal and written skills and be able to communicate effectively with employees, tenants, vendors, contractors, etc.
- Must be proficient with financial concepts and applications.
- Must be self-directed, motivated and logical in problem solving.
- Achieved or be in the process of certification as a Certified Property Manager (CPM) or Real Property Administrator (RPA). A college degree is highly preferred.
- Must have experience in preparing financial reports, monthly variance reports, operating budgets, and CAM reconciliations.
- Minimum of 5 years in management of office or industrial commercial real estate required.

Summary of Responsibilities

The core responsibilities of this position include, but are not limited to the following:

- Perform lease administration including adjustments to rent, billing and credit requests, operating expense reconciliations, and other necessary functions related to lease compliance.
- Monitor accounts receivables closely to ensure timely payment of all monies due and input comments in accounts receivable action log.
- Regularly inspect exterior and interior building common areas to ensure that the buildings' cleanliness is adequate and grounds are maintained in a first class marketable condition. Consult with outside vendors regarding their expected performance and monitor vendor contracts for compliance.
- Participate in tenant lease renewal and expansion process as well as vacant space marketing programs, including tour accompaniment and participation in retail and office leasing calls as needed.
- Participate in Tenant/Building improvements via meeting attendance and coordination of parties involved Provide input on property to obtain the highest possible result and ensure adherence to budget.
- Administer and assist with bidding service contracts including required correspondence.
 - Janitorial
 - Security
 - Concierge
 - Landscaping
 - Window Washing/Curtain Wall/Metal Maintenance
 - Parking Structure Management/Sweeping

- Trash Disposal
- Pest Control
- Staging Maintenance
- Fire Life Safety Systems
- Elevators
- Fountain and Bench Maintenance (if applicable)
- Maximize parking garage revenue through rate monitoring and frequent coordination meetings with garage manager.
- Coordinate tenant moves.
- Work closely with portfolio engineering staff to ensure proper repair and maintenance of building systems, and the proficient completion of tenant work orders.
- Actively participate in annual capital and operating expense budget preparation. Collect data from vendors and input of information. Provide quarterly re-forecasting as required.
- Timely completion of monthly variance reports as required.
- Ensure that security post orders and Fire Control Center procedures are current. Responsible for updating tenant and vendor contact list including emergency contacts.
- Ensure that the staff is proficient with emergency procedures including performing simulations, as well as other delegated assignments.
- Responsible for reviewing and approving all invoices and routing as needed for Asset Manager's review and approval. Includes follow up on any outstanding invoices or incorrect billings and resolving discrepancies in a timely manner.
- Establish a working relationship with the tenants. Maintain liaison through site visits, lunches, email, and telephone calls. Meet all new tenants prior to occupancy.
- Maintain basic administrative files and records relevant to building operations and tenants. Prepare written reports as required by operating procedures for building and other incidental correspondence that is pertinent to management operations. Maintain files containing written records of maintenance services.
- Participate as needed in property owner association meetings.
- Attend Asset Management Team meetings as scheduled.
- When and if the need arise, the property manager will be expected to devote extra time to building operations.
- Perform other tasks as directed.

To Apply: Please submit resumes to HumanResources@kilroyrealty.com. Please include the position title in the subject line. No phone calls, please. EEO/AA/M/F/Vet/Disability Employer.