

KILROY REALTY CORPORATION

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

**Opportunity Description: Asset Manager**

**Location:** Office in Menlo Park, CA

**About Kilroy Realty**

- 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 diverse 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 and developer, with a major presence in San Diego, Greater Los Angeles, the San Francisco Bay Area, the Pacific Northwest and now Texas.
- 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](http://www.kilroyrealty.com).

**About the Opportunity**

The Asset Manager will oversee a Class 'A' portfolio of office buildings totaling over 2 million square feet in the San Francisco Peninsula and South Bay, as well as be actively involved with leasing activities. The Asset Manager will mentor and support three property management teams. This position is based out of Menlo Park and reports to the Senior Portfolio Manager.

**Opportunity Requirements**

- 10+ years of experience in the commercial real estate industry with a diverse background covering both leasing Class 'A' office in the region, property operations, and construction.
- Candidate should have operations and asset management experience in Class 'A' office properties on behalf of institutional owners preferred.
- 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, contractors, etc.
- Must be proficient with financial concepts and applications.
- Must be self-directed, motivated and creative 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 preferable.
- Experience in dealing with municipalities and time spent on public facing committees preferred. Examples include local business improvement district, local chamber of commerce, etc.
- Must have experience in preparing and delivering financial reports, including but not limited to variance reports, forecast reports, operating budget analysis, and be computer literate.

**Summary of Responsibilities**

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

- Develop a strong property management team, with a focus on team building, individual career growth, and succession planning. Provide training, mentoring and leadership to meet company objectives.
- Responsible for operating and capital budgets, reforecasts, and other reports as required.
- Assist with leasing efforts, which include leading prospective tenant tours, reviewing proposals and negotiated leases, and gathering documentation for lease routing and execution.
- Submit lease renewals and new lease deals in VTS for approval.
- Monitor VTS and collaborate with brokers to ensure that deals are being updated in a timely manner.
- Perform regular site inspections and be responsible for resolution of issues to ensure properties are maintained to Class 'A' standards.
- Ensure that Stevenson reports and stacking plans are current and up to date.
- Monitor options and encumbrances and work with the appropriate leasing team to communicate with tenants as necessary or deliver the appropriate notices when required.
- Responsible for tenant retention, including regular visits and communication with key tenant contacts.
- Partner with the Kilroy Construction Department on tenant improvements, alterations, and base building improvements being performed at each property.

- Guide team to ensure accounts payables are submitted and closed in a timely manner.
- Guide team to ensure rents are collected in a timely fashion and any delinquencies are addressed appropriately. Monitor tenant security deposits and letters of credit to ensure lease compliance.
- Work with the Kilroy Legal Department in the preparation of vendor contracts and tenant leases and license agreements.
- Monitor capital budget, prepare and submit AFE's as needed and ensure capital projects are completed in a timely and thorough manner.
- Partner with office and retail leasing teams to provide support on leasing efforts, tenant retention efforts, and execution of market ready improvement projects.
- Review operating budgets for efficiencies and economies of scale, bidding out services as needed.
- Other duties as assigned.

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