

KILROY REALTY, L.P.

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

Opportunity Description: Property Coordinator**Location:** Office in South San Francisco, CA**About Kilroy Realty, L.P.**

- 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.

About the Opportunity

This position primarily entails full range of administrative and operational support for the Asset Management team responsible for managing the Kilroy Oyster Point (KOP) Campus. This position reports to the KOP Senior Property Manager.

Opportunity Requirements

- Must be self-motivator, possess excellent phone etiquette, must convey a highly professional manner, and must be highly organized.
- Solid understanding of office procedures; typing skills 60+; excellent spelling and grammar; and highly computer literate with Word and Excel.
- Good math skills are essential.
- Minimum of 3-5 years working in a professional office environment.
- 2-3 years commercial property management experience highly preferable.
- Accounting experience required.

Summary of Responsibilities

The essential function of this position is regular and predictable attendance. The core responsibilities of this position include, but are not limited to the following:

General Administration:

- Assist Asset Management team in coordinating all activities including leasing, marketing, design, and investor activities for Sub-Regional Kilroy Oyster Point office.
- Provide front line presence and receive all incoming visitors for development, construction, Asset Management, engineering, security, and service providers at the KOP office.
- Maintain SharePoint file organization for projects, vendors, and tenant files. This includes YDM list.
- Record staff meeting minutes and maintain status reports on properties and their outstanding items.
- Ensure all contact lists, including Building management, tenants, vendors (legal, billing, premises, emergency) are updated on a monthly basis in Yardi, SharePoint and emergency response plans.
- Organize, manage, and lead all office management responsibilities including collecting and redistributing mail, ordering & stocking of supplies, management of office equipment, and coordination of office cleaning at KOP.
- Manage and redistribute Tenant Building Access and Construction related Building Access request forms.

Accounting Requests:

- Collaborate & support property team on invoice processing. Follow up on any outstanding invoices or incorrect billings and resolving discrepancies in a timely manner.
- Follow up on outstanding receivables and escalate to managers as appropriate.
- Maintain and track all building utilities including electricity, gas, water, HVAC, sustainability and BMS as directed by Asset Management team.
- Assist Asset Management team with end of year CAM reconciliation sundry entry and distribution of annual tenant CAM estimate/reconciliation letters.
- Send out monthly Asset Management Calendar to the teams with associated calendar invite reminders.

Lease Administration:

- Maintain hard and electronic copy building and lease files and assist Asset Management team in the collection and organization of leasing documents.

Vendor Relations & Reception:

- Facilitate and direct all KOP Campus foot traffic to appropriate department lead, including development construction, contractors, engineering, design, marketing and Asset Management.
- Draft vendor Purchase Orders for Asset Management team review.
- Manage and update property activity calendar to include recurring services upcoming work, tours, executive visits and special events. Coordinate with various teams to ensure proper notification is distributed.
- Receive, summarize contractor and tenant access requests to obtain approvals from asset manager and engineering team.

Tenant Relations

- Assist Asset Management team in coordinating all tenant and campus property events.
- Assist Asset Management team in coordinating the annual fire warden training program with the tenants.
- Assist with the preparation and distribution of tenant memos and notifications.
- Assist in the preparation of move-in packages and assist in coordination of tenant move-ins/outs.
- Assist in preparing tenant manuals and emergency procedures.
- Act as liaison with engineering, security, parking, janitorial to input and track Angus work orders in a timely manner.

Insurance & Permit Compliance:

- Collect, track and file tenant and vendor certificates of insurance.
- Assist Asset Management team in preparing incident report forms for submittal to Risk Manager.
- Work with Asset Management team and engineering to execute and maintain standard operating procedures at the for Vendor & Tenant Insurance Tracking, YDM Vendor Contract Matrix, and Permit Compliance Calendar.

Customer Service:

- Collect, track, log and file tenant service requests in Angus. Work with engineering, security, janitorial, and parking to schedule work orders through Angus online system. Dispatch support team as necessary.
- Monitor Angus work order system throughout the day to ensure tenant work orders are responded to and updated accordingly with relevant notes and within required response and completion goal times.
 - Acceptance: 15 min
 - Response: 2 hours
 - Completion: 24 to 48 hours

- Work with Assistant Property Manager and Chief Engineer to distribute tenant requested Angus reports monthly.
- **Other duties as assigned.**

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.