

KILROY REALTY, L.P.

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

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

- Kilroy (NYSE: KRC) is a leading U.S. landlord and developer with over 14 million square feet in our portfolio which spans five distinct regions including San Diego, Greater Los Angeles, the San Francisco Bay Area, the Pacific Northwest and Austin, Texas.
- As pioneers and innovators in the creation of a more sustainable real estate industry, our approach to modern business environments helps drive creativity and productivity for some of the world's leading technology, entertainment, life science and business services companies.
- A big part of the company's foundation is its commitment to enhancing employee growth, satisfaction and wellness while maintaining a diverse and thriving culture. For the third year in a row, the company has been named to Bloomberg's Gender Equality Index – recognizing companies committed to supporting gender equality through policy development, representation, and transparency.
- We hope you'll decide to join us!

**About the Opportunity**

This position will be employed by Kilroy Realty, L.P. and will join the Asset/Property Management team located at our 303 Second Street office in San Francisco, CA. The Property Coordinator shall be responsible for assisting the Asset Management team responsible for 303 Second Street on a day-to-day basis with all respects of property management. This position reports to the 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 1-3 years working in a professional office environment.
- Minimum of 6 months to 1 year working in a commercial real estate environment.
- Accounting experience preferred.

**Summary of Responsibilities**

An 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 management team in coordinating all leasing, marketing, design, construction, and investor activities at the property.
- Provide front line presence and office phone coverage as needed. Receive all incoming visitors, including tenants, service providers, and building team members.
- Maintain project, vendor, and tenant hard files and electronic files for the property.
- Assist the Assistant Property Manager with ensuring all building and tenant contact lists (legal, billing, premises, emergency) are kept up to date
- Perform Office Manager duties for assigned Kilroy office including collecting and distributing mail, stocking office and kitchen supplies, management of office equipment and coordinating any necessary office services.

**Accounting:**

- **Payables:**
  - Collaborate & support CBRE team on invoice processing. Follow up on any outstanding invoices or incorrect billings and resolve discrepancies in a timely manner.
  - Track billings for all building utilities and ensure invoices are processed in a timely manner.
  - Send out monthly Asset Management Calendar reminders to the Property Manager and APM for all critical monthly accounting deadlines.
  - Receivables:

- Run current aging reports on the 5th, 10th, and 15th of each month. Assist with contacting tenants for outstanding receivables. Work with Assistant Property Manager to provide Property Manager with status updates.
- Create and maintain receivables contact list.
- Assist asset management team in preparing and tracking tenant utilities, after-hours lighting, HVAC and tenant direct services billings.
- Create Purchase Orders in Yardi for services as needed and submit to Property Manager in timely manner for approval.
- Assist asset management team with end of year CAM Reconciliation letters and annual tenant CAM estimate letters.
- **Reporting:**
  - Assist asset management team with compilation of information/data for annual budget preparation, as needed.
  - Assist asset management team with Monthly Accruals.
  - Track all monthly AP and Sundry deadlines to ensure invoices and billings are being processed and approved by Property Manager in a timely manner each month.
- **Budgets:**
  - Assist asset management team with checking with contracted vendors to verify pricing.
  - Assist asset management team in gathering proposals for the budget.
  - Walk the property with Assistant Property Manager and Property Manager to identify items to be included in the budget.

**Insurance & Permit Compliance:**

- Collect and track all vendor certificates of insurance.
- Assist asset management team in preparing incident report forms for submittal to Risk Manager.
- Collect, maintain, and track all required building permits in Angus, and ensure Permit Compliance Calendar and notifications are up to date.

**Property Management:**

- Assist asset management team in following up with vendors to confirm timely completion of jobs.
- Participate in property inspections and complete inspection lists in Angus as further directed by Property Manager.

**Tenant Relations:**

- Assist asset management team in coordinating all tenant and property events.
- Assist asset management team in coordinating quarterly meetings and emergency response trainings for tenants.
- Assist the Assistant Property Manager with the preparation and distribution of tenant memos and notifications.
- 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.
- Assist in the preparation and coordination of tenant move-ins and move-outs.
- Assist in implementation and compliance of tenant lease obligations.
- Assist with maintaining and making regular updates on the 303 Second Property Website, as needed.

**Vendor Relations:**

- Assist asset management team with monthly walk troughs and follow up requests.
- Manage and update the building outlook calendar to include recurring services, upcoming tenant/building work, tours, executive visits, and special events. Coordinate with various teams to ensure all work is approved prior to adding to calendar.
- Liaison with engineering team to complete tenant work order in a timely manner.
- Assist asset management team with collection of bids for projects, and / or maintenance and repairs, and generate and distribute purchase orders to vendors as needed.
- Maintain vendor contracts, purchase order documents and vendor files as needed.

**Other duties as assigned.****What we offer**

At Kilroy, base pay is one part of our total compensation package and is determined within a range. This provides the opportunity to progress as you grow and develop within the role. The base pay range for this role is between \$57,000 to \$84,000, and your base pay will depend on your skills, experience and training, knowledge, licensure and certifications, and other business and organizational needs. It is not typical for an individual to be hired at or near the top of the range for their role and compensation decisions are dependent on the facts and circumstances of each case. This role is eligible for an annual discretionary bonus as well.

Our comprehensive group health benefits program is built around your total health and provides employees and their families with care and coverage designed to help you thrive. Our health and wellness program offerings include medical, dental, vision, with FSA, HSA options, Group Life & Disability, LTD coverage and much more. Ancillary programs include a retirement savings plan with a competitive employer match, employee support programs like our parental leave coaching program, wellness and commuter benefits, just to name a few. We invite you to visit our website at [www.kilroyrealty.com](http://www.kilroyrealty.com) to learn more.

**How 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.