

KILROY REALTY, L.P.

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

Opportunity Description: Assistant Property Manager

Location: Office in San Diego, 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 responsible for assisting the Asset Management team on a day-to-day basis with all aspects of property management for the various San Diego Assets. This position reports to the Property Manager.

Opportunity Requirements

- Minimum of 3-5 years working in a professional office environment and a minimum of 3 years working in a commercial real estate environment.
- Accounting experience required and good math skills are essential.
- Must be self-motivated and possess excellent phone etiquette, 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.

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:**
 - This position will be the first point of contact for tenants, vendors, and visitors for the respective properties. Responsible for oversight of the Management Office operations including but not limited to greeting tenants and visitors, telephone coverage and ordering supplies.
 - Front desk and telephone coverage support as applicable.
 - Maintain project, vendor, and tenant files on shared drive.
 - Work with team on weekly operations meeting, agenda, open items, and preparation of weekly meeting minutes.
 - Manage and update tenant/vendor/staff contact list(s) including after-hours emergency contacts.
 - Review and adhere monthly Asset Management calendar and ensure reporting deadlines are met.
- **Accounting:**
 - **Payables**
 - Review and process incoming invoices and review invoices prepared by CBRE accountants for accuracy. Submit to PM for review.
 - **Receivables**
 - Responsible for running current aging reports monthly and ensure late fees and default notices are applied/competed timely and accordingly. Contact tenants via phone and letter for outstanding receivables. Provide Property Manager with status updates and update AR report by due date.
 - Prepare and track tenant utilities, after-hours lighting, and HVAC billings; generate sundry billings in Yardi.

- Generate tenant late fees as needed.
- Create default notices as applicable.
- Assist Property Manager with end of the year CAM reconciliation letters and annual tenant CAM estimate letters.
- **Reporting**
 - Assist with month end closing procedures and reports, preparation of variance and financial reports, monthly reforecast, accruals, and general ledger review (reclass as needed).
 - Prepare and provide accounting and Property Manager with monthly accrual data.
 - Prepare and submit Tenant Accounting Adjustment Form's and Square Footage Adjustment Form's as needed.
 - Review Lease Abstracts from Accounting for Property Manager approval.
 - Provide new lease information for accounting set up. Prepare and submit Lease Changes Notices as needed.
 - Update Stacking Plans, Rent Rolls, Commercial Billing & Tenancy schedule monthly.
 - Collection of tenant monthly/quarterly sales.
- **Budgets**
 - Work with property team in annual budget preparation which can include getting bids and additional pricing, evaluating pricing for correctness and budget input into accounting software. Also work with team to evaluate capital building needs.
 - Monitor and track expenses against budget and contract/purchase order amounts.
 - Assist and support Property Manager with special funding requests and project recommendations.
- **Insurance Compliance:**
 - Assist Risk Management in obtaining timely renewal or submittal of insurance binders for tenants and vendors.
 - Prepare incident report forms and submit to Property Manager and Risk Management department per policy.
- **Property Management:**
 - Conduct weekly property walks, report, and address findings accordingly (see Property Inspection Policy).
 - Follow up with vendors to confirm timely completion of punch list items.
 - Management of daily operation passdowns/scheduling.

- Responsible for reviewing security DAR (Daily Activity Reports) and addressing action items accordingly.
 - Ensure that urgent matters/incidents are immediately escalated to Property Manager and upper management for additional guidance and support.
 - Participate in annual property inspections.
 - Process tenant requests for keys and access cards.
 - This role may require additional coverage during peak season, events and as needed during and outside of retail business hours.
- **Tenant Relations:**
 - Assist Asset Management team in coordinating all tenant, property, and training events.
 - Manage, monitor and track tenant requests through the Angus tenant work order platform. Work alongside extended staff (janitorial, security, engineering, etc) or 3rd party to ensure requests are addressed and closed timely.
 - Coordinate signage program, including directory boards, tenant suite signs, floor directory signs, evacuation, and restroom signs, etc.
 - Prepare and distribute tenant memos and notifications.
 - Prepare move-in packages and assist in coordination of tenant move-ins/outs.
 - Assist in implementation and compliance of tenant lease obligations.
 - Prepare tenant manuals and emergency procedures.
 - Educate tenants on project's recycling program.
 - Assist Property Manager in resolving miscellaneous tenant issues.
 - Track tenants' maintenance and repair obligations for tenant-specific equipment
 - **Vendor Relations:**
 - Responsible for assisting the asset management team with monthly walk-throughs and follow-up requests.
 - Monitor outside vendors for compliance of contracts, including coordination with and oversight of security and janitorial staff.
 - Liaison with engineering team to complete tenant work orders in a timely manner.
 - Assist Asset Management team with the collection of bids for projects, and/or maintenance and repairs.
 - Generate and maintain vendor contracts, purchase order documents and vendor files.
 - Inspect job site after service has been performed to ensure that work was done to specifications.

- Create PO's and track from scope commencement through to completion and invoice processing.

- **Other duties may be assigned accordingly.**

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 \$75,000 and \$90,000, 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 to learn more.

How 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.