

KILROY REALTY, L.P.

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

Opportunity Description: Assistant Property Manager

Location: Office in Menlo Park, CA

Portfolio: Crossing 900, Terra Bella and Page Mill/Porter

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 the Menlo Corporate Center in Menlo Park, CA. The Assistant Property Manager shall be responsible for assisting the Asset Management team on a day-to-day basis with all aspects of property management for Crossing 900 – Redwood City, Terra Bella – Mt. View, and Page Mill/Porter – Palo Alto. General responsibilities are noted below. This position reports to the Senior 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.
- Proficiency in financial management and accounting skills and experience required.
- Must be self-motivated and possess excellent email and phone etiquette, convey a highly professional manner and must be well organized.
- Solid understanding of office procedures; typing skills 60+; excellent spelling and grammar; and highly computer literate with Word and Excel.
- Excellent interpersonal and communication skills.

Summary of Responsibilities

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

- **General Administration:**
 - Manage visitors and provide telephone coverage for the Asset Management team.
 - Maintain SharePoint file organization for projects, vendors, and tenant files. This includes Yardi Document Management (YDM) lists.
 - Organize and manage office administration responsibilities including collecting and distributing mail, ordering and stocking office supplies, and management of office equipment.
 - Assist asset management team in coordinating all activities including leasing, marketing, design, and investor activities for assigned assets.
 - Work with development and construction team on weekly operations meeting, agenda and open items.
 - Record meeting minutes and maintain status reports on properties and outstanding items.
 - Ensure all tenant and vendor contacts (legal, billing, premises, emergency) are updated and maintained.
 - Follow and adhere to Corporate Asset Management monthly Calendar.
 - Coordinate tenant activity and moves with multiple departments including development, construction, and engineering.
- **Accounting:**
 - **Payables**
 - Upload invoices into Yardi for payment routing. Collaborate and support accounting team with invoice processing.
 - Review and process invoices in Yardi PayScan daily, assign them to the appropriate GL and ensure the invoices are in line with the budget.

- Follow up on outstanding invoices or incorrect billings and resolve discrepancies in a timely manner as needed.
- Prepare and route purchase orders in Yardi to track all expenditures.

Receivables

- Possess a comprehensive understanding of tenant rent schedules, lease commencement dates, rent abatements, and prorated rents per tenant leases.
- Responsible for running current aging reports according to the Asset Management Calendar each month. Contact tenants via phone and email for outstanding receivables.
- Submit monthly aging reports to revenue accounting team.
- Follow up on all outstanding charges and escalate to Senior Property Manager after (3) attempts to collect have failed.
- Identify and investigate any discrepancies between tenant ledger (overdue balance or credit) and tenant payment status.
- Tenant utilities, after-hours lighting and HVAC billings; prepare monthly allocations and generate Billing Request Forms.
- Monitor external utility websites for invoice posting and in a timely manner for processing.
- Prepare utility and submeter spreadsheets as needed.
- Generate tenant late fee Billing Requests Forms as needed.
- Assist Senior Property Manager with end of the year CAM Reconciliation letters and annual tenant CAM Estimate letters.

Reporting

- Provide Operating Accountant and Senior Property Manager with monthly accrual data.
- Assist with compilation of information/data for annual budget preparation, as needed.
- Review Lease Abstracts from Accounting for Senior Property Manager and Senior Asset Manager approval. Prepare and submit Lease Change Notices as needed.
- Monthly review and update of Stacking Plans, Rent Rolls, Commercial Billing, and Tenancy Schedules.
- Assist Senior Property Manager with month end closing procedures, preparation of variance and financial reports, monthly reforecast, accruals, and general ledger review.

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.
- Assist with annual budget preparation as directed by the SAM/SPM.
- Assist with monthly reforecasting and/or update reforecasts for SAM/SPM review.

- Possess an understanding of year-over-year budget variances and percentage increases, and value engineer budget as needed.
 - Possess an understanding of budget to actual variances, and make recommendations to bring expenses as close to budget as possible.
 - Review vendor schedules of work and revise as needed for budgeting or reforecasting purposes.
 - Request pricing from contracted vendors.
 - Work with Chief Engineer and SAM/SPM to identify and obtain pricing for non-contracted and R&M items to include in budget.
 - Ensure accuracy of vendor pricing throughout the year, checking original proposals or contracts as needed.
 - Track budget on a monthly basis to ensure that building work is completed on time and within budget.
 - Monitor and track expenses against budget and contract/purchase order amounts.
- **Insurance Compliance:**
 - Collect, validate and file tenant and vendor certificates of insurance (COI), work with Risk Management team to ensure certificate compliance.
 - Prepare incident report forms and submittal to Risk Manager.
 - Assist the property management team and Chief Engineers to maintain building standard operating procedures. Create and maintain Permit Compliance Calendar.
- **Property Management:**
 - Assist Senior Property Manager with monthly property walks and preparation of punch lists.
 - Follow up with vendors to confirm timely completion of punch list items.
 - Participate in monthly and quarterly property inspections.
 - Conduct regular landscape walks along with respective vendor and prepare punch lists.
 - Act as liaison with engineering team to schedule and track tenant work orders and preventative maintenance through Angus to ensure they are completed in a timely manner.
 - 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 goals:
 - Acceptance: 15 minutes
 - Response: 2 hours
 - Completion: 24 to 48 hours

- Assist with collection of bids for projects, and/or maintenance and repairs.
- Assist with drafting, executing, and maintaining vendor service contracts, purchase order documents, and vendor files as needed.
- Assist Senior Property Manager with all aspects of the property assigned.

- **Tenant Relations:**
 - Assist asset management team in coordinating all tenant and property events and annual fire warden training program.
 - Coordinate signage program, including directory boards, tenant suite signs, floor directory signs, evacuation and restroom signs.
 - 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 Senior Property Manager in resolving miscellaneous tenant issues.
 - Actively monitor Angus platform to track tenant service requests/work orders and provide tenants with updates.

- **Vendor Relations:**
 - Possess a comprehensive understanding of the vendor contracts and monitor vendors for compliance.
 - 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 distribution of notifications.
 - Receive and track vendor access request forms to route for approval of property management and engineering teams.
 - Manage the security, landscape, and janitorial contracts along with other vendor contracts, including attending monthly meetings/walks, tracking vendor performance, and following up with vendors as needed.
 - Provide an annual schedule of maintenance work to the Asset Management team, and ensure vendors perform work accordingly.
 - Back-check scheduled maintenance to ensure work is completed per the building's Class-A standards, and schedule follow up with vendors as needed.
 - Collect bids for projects, and/or maintenance and repairs.

- Function as liaison with engineering, security, parking, and janitorial to input and track Angus work orders in a timely manner.
- Work with engineering team to complete tenant work orders in a timely manner. Update weekly team meeting minutes with work order (and PO) status and/or provide back-up.
- Generate and maintain vendor contracts and vendor files.
- Create Purchase Orders and track from scope commencement through to completion and invoice processing.
- Inspect job sites after services are performed to ensure that work was done to specifications.
- Generate Authorizations for Expenditure (AFE) for non-budgeted work as needed and route to SAM/SPM for review and approval.
- **Leasing:**
 - Assist Asset Management team in the collection, organization, and routing of leasing or building/property management documents.
 - Coordinate leasing tours with brokers. Work with existing tenants to coordinate tours in occupied suites.

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 \$80,000 and \$100,000, 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.