

KILROY REALTY CORPORATION

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

Opportunity Description: Regional Floating Property Manager

Location: Regional Office in San Francisco, CA and various other offices as needed including Menlo Park office.

About Kilroy Realty Corporation

- Kilroy (NYSE: KRC) is a leading U.S. landlord and developer with approximately 17 million square feet of primarily office and life science space with operations in San Diego, Greater Los Angeles, the San Francisco Bay Area, Greater Seattle and Austin, Texas.
- Kilroy's Vision is to be a premier and sustainable commercial real estate operator and developer, sought after by tenants, preferred by investors, and respected by competitors.
- Kilroy's mission is to create and operate exceptional real estate assets where people live, work, and engage with their communities.
- At Kilroy, our people are our greatest resource. We strive to maintain a culture of continuous growth, recognizing and rewarding performance in all facets of the company. Integrity matters, which means how we operate is just as important as what we deliver. We aim to operate as a cohesive team and believe that diversity of thought and perspective results in better outcomes.

About the Opportunity

This position entails the direct responsibility of the physical operations and administrative property management for the Asset Management Team responsible for NorCal portfolio. This position reports to the Senior Vice President, Asset Management.

Opportunity Requirements

- 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, vendors, contractors, etc.
- Must be proficient with financial concepts and applications.
- Must be self-directed, motivated, and logical 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 preferred.
- Must have experience in preparing financial reports, monthly variance reports, operating budgets, CAM reconciliations' and be computer literate.
- Must be willing to travel to properties and property offices based on need. All properties are within walk or driving distance from the regional office at 100 First Street.
- Minimum of 5 years in management of office or industrial commercial real estate required.

Summary of Responsibilities

An essential function of this position is regular and predictable attendance. The Regional Floating PM will work throughout the NorCal region and fill in as needed for open positions, maternity, vacation, and special projects coverage. This can range from Property Coordinator to Senior Property Manager level duties including but not limited to the following:

- Perform lease administration including adjustments to rent, billing and credit requests, operating expense reconciliations, and other necessary functions related to lease compliance.
- Monitor accounts receivables closely to ensure timely payment of all monies due and input comments in accounts receivable action log.
- Oversee and supervise on-site Kilroy Realty or 3rd party staff for the project.
- Host weekly staff and budget meetings with KRC and engineering team.
- Regularly inspect exterior and interior building common areas to ensure that the buildings' cleanliness is adequate, and grounds are maintained in a first-class marketable condition. Consult with outside vendors regarding their expected performance and monitor vendor contracts for compliance.
- Participate in tenant lease renewal process and vacant space marketing programs.
- Participate in tenant/building improvements via meeting attendance and coordination of parties involved.
- Administer and bid service contracts, manage, and oversee vendor performance to ensure compliance and high-quality service.

- Coordinate tenant moves and sub-tenant moves.
- Coordinate with Revenue Accounting on tenant move-ins to submit the appropriate revenue recognition support and dates.
- Work closely with engineering staff to ensure proper repair and maintenance of building systems, and the proficient completion of tenant work orders.
- Responsible for annual budget preparation and monthly re-forecasting as required.
- Timely completion of quarterly variance reports as required.
- Prepare monthly accounting reports, including but not limited to: Commercial Billing Report, Tenancy Schedule and Occupancy Review.
- Review monthly accrual and financial package prepared by Operations Accountant for accuracy.
- Monitor and submit job cost accruals as requested by construction accounting.
- Review annual CAM estimates, mid-year adjustments and reconciliations for accuracy. Ensure letters are sent out as required per tenant leases and maintain physical and electronic records of each.
- Ensure that Security Post Orders, and ERP are current. Responsible for updating tenant and vendor contact list including emergency contacts.
- Ensure that the Operations Staff is proficient with emergency procedures including performing simulations, as well as other delegated assignments. Conduct emergency drills and coordinate with tenants' emergency processes and drills.
- Work with Asset Management, Security, Insurance and Accounting teams in responding to emergency situations. Responsibilities include communication with Crisis Management Team (CMT), preparing incident reports and maintaining accurate and up to date records.
- Responsible for reviewing and approving vendor invoices. Includes follow-up on any outstanding invoices or incorrect billings and resolving discrepancies in a timely manner.
- Represent asset management in retail and office space build-out(s) and ensure that Tenant(s) and the KRC construction team understand the work letter fully. Push completion dates for timely occupancy and operation.
- Actively manage parking operations. Seek ways to improve parking revenue.
- Attend annual property inspections with Vice President of Engineer, take detailed notes and work with Chief Engineer to complete repairs / improvements in a timely manner and budget for items as necessary.
- Establish a working relationship with the tenants. Maintain liaison through site visits, email, and telephone calls. Meet all new tenants prior to occupancy.
- Host monthly operational meetings with key tenants.

- Maintain basic administrative files and records relevant to building operations and tenants. Prepare written reports as required by operating procedures for building and other incidental correspondence that is pertinent to management operations. Maintain files containing written records of maintenance services.
- Work with AM teams to maintain space accounting books.
- Maintain familiarity with VTS and be prepared to assist AM team.
- Be fully knowledgeable with DocuSign and KRC signature authority policy. Prepare DocuSign envelopes and routing packages for vendor and tenant documents as required.
- Attend Asset Management team meetings as scheduled.
- When and if the need arises, devote extra time to building operations.
- Perform other tasks as directed, including but not limited to the general duties and responsibilities of a Property Manager with a focus to train and teach Kilroy on-site staff how to perform many of the general duties and responsibilities.

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 \$110,000 and \$140,000 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.

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.