

KILROY REALTY, L.P.

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

Opportunity Description: Property Manager
Location: Office in San Francisco, CA

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 is employed by Kilroy Realty, L.P. and is responsible for the physical, administrative, and operational management of 360 Third Street, 250 Brannan Street, 301 Brannan Street, and 333/345 Brannan Street. This position reports to the Senior Property Manager.

Opportunity Requirements

- Minimum of 4 years in management of office or industrial commercial real estate required.
- Previous supervisory/managerial experience required.
- Organized, time-managed, self-starter with attention to detail.
- Proficiency with financial concepts and applications, experience preparing variance reports, property budgets; familiarity with CAM concepts and reconciliations.
- Accounting experience required and good math skills are essential.
- Must possess good verbal and written skills and be able to communicate effectively with employees, tenants, contractors, etc.
- Must be self-directed, motivated, and logical in problem solving, as well as lead their team in enhancing customer experience.
- Ability to cross train and mentor team members.
- Must have experience in Yardi or similar platform and proficient in MS Excel.
- 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 be willing to learn new processes, communicate new ideas, take direction and perform all duties assigned by Supervisor.
- Travel to assigned properties based on need.

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:

- Follow and adhere to Corporate Asset Management monthly calendar, delegate and prioritize tasks to ensure deadlines are met.
- Host weekly staff and regular budget meetings with Kilroy & Engineering team.
- Maintain up to date building records including Facility Emergency Plans, Permit Compliance Calendars, Tenant & Vendor contact lists, Building Website, Security Post Orders, Building Policies and Procedures, Permit Compliance Calendar according to Kilroy policies.
- Oversee and supervise on-site Kilroy Realty staff and 3rd party service providers including janitorial, security, landscaping, parking and engineering assigned to the projects.
- Be fully knowledgeable with DocuSign, Lease Routing and Kilroy signature authority policy. Prepare DocuSign envelopes and routing packages for vendor and tenant documents.
- Maintain and ensure all electronic records including leases, associated lease documents, legal notices, vendor contracts and correspondence are maintained according to corporate record retention policy.

Property Operations & Maintenance:

- Conduct and attend required property inspections of common areas, vacant spaces and back of the house with Engineering, Janitorial, Security and Parking Team, take detailed notes in

Angus and work to complete repairs / improvements in a timely manner and budget for items as necessary.

- Monitor and consult with outside vendors regarding their expected performance and contractual obligations / compliance.
- Work closely with engineering staff to ensure proper repair and maintenance of building systems, and the proficient completion of building equipment preventative maintenance schedules in and tenant work orders in Angus.
- Actively manage parking operations. Seek ways to improve parking revenue.
- Maintain building signage programs including directory boards, tenant suite signs, floor directory signs, evacuation signs, restroom signs, etc.
- Assist in implementation and compliance of tenant lease obligations, including tenant owned equipment and notices.

Tenant Relations:

- Supervise Assistant Property Manager in coordination of tenant-related events, parties, appreciation gifts, sustainability/recycling program and holiday building décor installation.
- Participate in Tenant/Building improvements via meeting attendance and coordination of parties involved, represent asset management in retail to ensure that Tenant(s) and the KRC construction team administer the work letter and contracts fully. Push completion dates for timely occupancy and revenue recognition.
- Establish a customer-centric working relationship with the tenants. Proactively communicate with tenants and cultivate strong tenant relationships. Maintain liaison through site visits, email, and telephone calls and schedule tenant lunches.
- Host regular operational meetings with key tenant stake holders.
- Meet all new tenants prior to occupancy, manage and coordinate tenant surveys.
- Liaison with engineering and Kilroy Team to resolve tenant concerns in a timely manner.
- Monitor team performance in Angus to identify recurring trends and ensure work order response and completion times are within specified goals. Ensure proper commentary for services provided are maintained in work order history.

Vendor Relations:

- Act as primary point of contact for all building service providers.
- Manage and oversee vendor performance to ensure compliance and high-quality service.
- Inspect job site after service has been performed to ensure that work was done to specifications.
- Lead monthly property walks or meetings with building's service providers including janitorial, landscaping, elevator, and security.
- Generate and maintain vendor contracts, purchase order documents and vendor files.
- Monitor outside vendors for compliance of contracts, including coordination with and oversight of security and janitorial staff.
- Liaison with engineering team to complete preventative maintenance in a timely manner, ensure 3rd party service records are maintained in Angus.
- Assist asset management team with collection of bids for projects, recurring services maintenance service and repairs.

- Maintain PO's tracker with assistance from Assistant Property Manager to track scope commencement through to completion and invoice processing.

Risk Management & Insurance Compliance:

- Assist Risk Manager in obtaining timely renewal or submittal of insurance for tenants and vendors.
- 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.
- Responsibilities include communication with Crisis Management Team (CMT), preparing incident reports and maintaining accurate and up to date records.

Accounting – Payables

- Review all invoices coded by Assistant Property Manager and 3rd party accounting to ensure the appropriate account, building(s), and description are used for GL details.
- Ensure any outstanding invoices or incorrect billings and resolving discrepancies in a timely manner
- Work closely with Assistant Property Manager to ensure external utility websites are monitored for invoice posting and in a timely manner for processing.
- Review utility and submeter spreadsheets updated by Assistant Property Manager for accuracy.

Accounting - Receivables

- Responsible for running current aging reports per Asset Management Calendar. Work with Assistant Property Manager and contact tenants via phone and email for outstanding receivables. Provide Senior Property Manager with status updates.
- Review and track Tenant billbacks including submeter utilities, after-hours lighting and HVAC billings, late fees (when applicable). Ensure billings are processed accordingly.
- Coordinate with Senior Property Manager, Revenue Accounting, Construction and FP&A on tenant move-ins to submit the appropriate revenue recognition support and dates.

Reporting & Budgets

- Responsible for timely completion of annual budget preparation (including, but not limited to, collection of data from vendors, input of information into Yardi and preparation of Budget Trend Analysis Reports) and monthly re-forecasting as required.
- Responsible for monthly/quarterly operations reports, including, but not limited to: Stacking Plan, Letter of Credits, Sublease Summary, Tenant Physical Occupancy, Options & Encumbrances, Terminated/Holdover/Future Tenants Listing & Pending Workflows, Commercial Billing & Tenancy and other reports as required.
- Review and approve monthly accruals prepared by Third Party Accounting for accuracy.
- Monitor and track expenses against budget and contract/purchase order amounts.
- Prepare Authorization for Expenditure requests for all capital expenditures and expenses that meet the criteria per the policy and coordinate with Construction Services on contract preparation
- Assist Senior Property Manager with month end closing procedures, preparation of variance and financial reports, monthly reforecast, accruals, and general ledger review.

Lease & CAM Administration

- Maintain up to date and accurate Lease Abstracts, CAM Recoveries Abstracts, Stacking Plans and Options/Encumbrances in Yardi and in accordance with Kilroy polices and procedures.

- Participate in tenant lease renewal process and vacant space marketing programs.
- Work with Senior Property Manager to maintain space accounting books and process Square Footage Adjustment Forms as needed.
- Assist in all lease administration tasks including adjustments to rent, credit adjustments, operating expense reconciliations, tracking of LOC's.
- Assist Senior Property Manager with the review of CAM estimate, mid year and reconciliation workbooks and Capital workbook recoverable projects and amortization.
- Work with Assistant Property Manager to review annual CAM estimates, mid-year adjustments and reconciliations for accuracy. Ensure CAM estimate and reconciliation letters are distributed per leases.
- Maintain and ensure all CAM records, invoices, proof of delivery and tenant correspondence are saved according to corporate record retention policy.
- Manage Right of Entry/License agreements.

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 \$100,000 and \$111,000 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.