

KILROY REALTY, L.P.

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

Opportunity Description: Property Coordinator

Location: Office in Menlo Park, CA

Portfolio: MCC, Middlefield, Mathilda, 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 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 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 Property Coordinator primarily entails full range of administrative and operational support for the Asset Management team responsible for managing the Peninsula and Silicon Valley assets. This position reports directly to the Senior Property Manager.

Peninsula & Silicon Valley Portfolio

- Menlo Corporate Center: 4100-4700 Bohannon Dr, Menlo Park, CA
- Middlefield: 680 & 690 E Middlefield, Mountain View, CA
- Mathilda Campus: 505, 555, 599 N Mathilda, 605 W Maude, Sunnyvale, CA
- Crossing 900, 900 Jefferson & 900 Middlefield, Redwood City
- Terra Bella, 1290 & 1300 Terra Bella Ave, Mountain View
- Page Mill / Porter, 3150 Porter Drive and 1701 Page Mill Road, Palo Alto

Opportunity Requirements

- Must be self-motivator, possess excellent communication skills, 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 3-5 years working in a professional office environment.
- 2-3 years commercial property management experience highly preferable.
- Accounting experience required.
- Multi Building/ Campus environment experience highly preferable.
- Ability to coordinate with multiple team members.

Summary of Responsibilities

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

- General Administration:
 - Assist asset management team in coordinating all activities including leasing, marketing, design, and investor activities for Sub-Regional Peninsula office.
 - Organize, manage and lead all office management responsibilities including collecting and redistributing mail, ordering & stocking of supplies, management of office equipment, lunch delivery services and coordination of office cleaning at peninsula sub regional office.
 - Act as Kilroy Culture Crew liaison and collaborate with different departments to coordinate, plan and schedule fun activities.
 - Provide front line presence and receive all incoming visitors for development, construction, asset management, engineering, security, and service providers at the peninsula sub regional office.

- Send out monthly Asset Management Calendar to the teams with associated calendar invite reminders.
- Assist Property Team with record retention and SharePoint file organization for property operations, CAM accounting, vendors contracts, purchase orders and tenant lease/correspondence files. This includes YDM list.
- Record staff meeting minutes and maintain status reports on properties and their outstanding items. Work with APM's to pull the open purchase orders and work orders reports prior to each staff meeting.
- Ensure all contact lists, including Building management, tenants, vendors (legal, billing, premises, emergency) are updated in Yardi, SharePoint and emergency response plans, property websites /tenant memo distribution lists.
- Manage and redistribute Tenant Building Access and Construction related Building Access request forms.
- Ensure appropriate signage is in place related to various building work, closures, etc., using KRC's branded templates on the HUB/SharePoint.
- Support and back up Assistant Property Managers in office as needed.
- Accounting:
 - Collaborate & support property team on invoice processing. Follow up on any outstanding invoices or incorrect billings and resolving discrepancies in a timely manner.
 - Assist with outstanding invoices and escalate to managers as appropriate.
 - Assist asset management team with end of year CAM reconciliation sundry entry and distribution of annual tenant CAM estimate/reconciliation letters.
 - Support Assistant Property Manager to ensure all AP templates in Yardi are accurate and update with any changes as needed.
- Lease Administration:
 - Maintain electronic tenant lease files and assist asset management team in the collection and organization of leasing documents and correspondence per record retention policies.
- Vendor Relations & Reception:
 - Facilitate and direct all foot traffic to appropriate department lead, including development construction, contractors, engineering, design, marketing and asset management.
 - Draft vendor Purchase Orders as needed for asset management team review.
 - Manage and update property activity calendars to include recurring services upcoming work, tours, executive visits and special events. Coordinate with various teams to ensure proper notification is distributed.

- Tenant Relations:
 - Assist asset management team in coordinating all tenant and campus property events.
 - Assist asset management team in coordinating the annual fire warden training program with the tenants.
 - Assist with the preparation and distribution of tenant memos and notifications.
 - Assist in the preparation of move-in packages and assist in coordination of tenant move-ins/outs.
 - Assist in preparing tenant manuals and emergency procedures.
 - Act as liaison with engineering, security, parking, janitorial to input and track Angus work orders in a timely manner.
 - Facilitate the Tenant Visitor Management System, to ensure ease of transition with all tenant guests and building security. Provide Tenants with Visitor Management report, if required.
- Insurance & Permit Compliance:
 - Collect, track and file tenant and vendor certificates of insurance.
 - Assist asset management team in preparing incident report forms for submittal to Risk Manager.
 - Work with asset management team and engineering to execute and maintain standard operating procedures at the for Vendor & Tenant Insurance Tracking, YDM Vendor Contract Matrix, and Permit Compliance Calendar.
- Customer Service:
 - Collect, track, log and file tenant service requests in Angus. Work with engineering, security, janitorial, and parking to schedule work orders through Angus online system. Dispatch support team as necessary.
 - 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.
 - Acceptance: 15 min
 - Response: 2 hours
 - Completion: 24 to 48 hours
 - Work with Property Managers, Assistant Property Managers and Chief Engineers to distribute tenant requested Angus reports monthly.
- 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 \$67,000 and \$74,000, 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.