

KILROY REALTY CORPORATION

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

Opportunity Description: Senior Property Manager

Location: Corporate Headquarters in West Los Angeles, 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

The position entails the direct oversight of the team managing the physical operations of and administrative property management support for the Senior Asset Manager for the W.LA and Santa Monica portfolio. The position reports directly to the Senior Asset Manager.

Opportunity Requirements

- Well organized with attention to detail; follow through with assignments; must possess strong verbal and written skills and be able to communicate effectively with employees, tenants, vendors, contractors, etc.
- Ability to multi-task and prioritize.
- Must be proficient with financial concepts and applications, strong financial acumen.
- Must be self-directed, motivated, and logical in problem solving.
- Advanced knowledge of Microsoft Office Suite.
- 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, and CAM reconciliations.
- Experience in analyzing and negotiating commercial lease and/or contract language.
- Ability to effectively manage a team of professionals, including both employees and vendors.
- Knowledge in all aspects of business including leasing and construction management.
- Minimum of 5-7 years' experience in management of office and/or retail commercial real estate required with a proven track record in supervising team members.

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:

- Provide overall property management leadership through the implementation of Kilroy's policies and programs, coordination of information flow and property management strategy.
- Develop and maintain strong relationships with the tenants, vendors, Contractors, and other stakeholders.
- Oversee lease administration tasks including adjustments to rent, billing and credit requests, operating expense reconciliations, and other necessary functions related to lease compliance.
- Monitor accounts receivable closely to ensure timely payment of all monies due and ensure the onsite teams are inputting comments in accounts receivable aging notes.
- 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 your team and their outside vendors regarding their expected performance and monitor vendor contracts for compliance.

- Participate in tenant lease renewal and expansion process as well as vacant space marketing programs, including tour accompaniment and participation in retail and office leasing calls as needed.
- Participate in Tenant/Building improvements via meeting attendance and coordination of parties involved. Provide input on property to obtain the highest possible result and ensure adherence to budget.
- Administer and assist with bidding service contracts including required correspondence.
- Maximize parking garage revenue through rate monitoring and frequent coordination meetings with garage manager; ability to reduce operating costs to improve NOI.
- Work closely with portfolio engineering staff to ensure proper repair and maintenance of building systems, and the proficient completion of tenant work orders.
- Actively participate in annual capital and operating expense budget preparation. Ensure that your team is completing re-forecasting as required.
- Track budget variances and work with onsite teams on smooth recovery process.
- Ensure that security post orders and ERP are current. Responsible for updating tenant and vendor contact list including emergency contacts.
- Ensure that the staff is proficient with emergency procedures including performing simulations, as well as other delegated assignments. Host periodic staff tabletop training sessions and communicate with KRC CMT as necessary.
- Responsible for reviewing and approving all invoices and routing as needed for Asset Manager's review and approval. Includes follow-up on any outstanding invoices or incorrect billings and resolving discrepancies in a timely manner.
- Establish a working relationship with the tenants. Maintain liaison through site visits, lunches, email, and telephone calls. Meet all new tenants prior to occupancy.
- 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. Maintain consistency of SharePoint file structure across the WLA and SM Portfolio.
- Actively participate in Chamber of Commerce and other community meetings in both Los Angeles and Santa Monica.
- Attend Asset Management Team meetings as scheduled.
- When and if the need arises, the senior property manager will be expected to devote extra time to building operations.

- Perform other tasks as directed.

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 \$115,000 and \$130,000 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 Recruiting@recruiting.kilroyrealty.com. Please include the position title in the subject line. No phone calls, please. EEO/M/F/Vet/Disability Employer.