

KILROY REALTY CORPORATION

12200 West Olympic Blvd.,  
Suite 200  
Los Angeles, CA 90064**Opportunity Description:** Portfolio Manager**Location:** Regional Office in San Francisco, CA**About Kilroy Realty Corporation**

- Kilroy Realty is a dynamic, \$10 billion publicly-traded real estate company that is looking to add to its team of superstars.
- We believe our team, commitment to excellence, superior growth prospects, premium office and mixed-use properties and our exciting and innovative development platform make us the premier publicly-traded Real Estate Investment Trust on the West Coast.
- Our collaborative open work environment, dynamic team approach and exciting transactions create continued opportunities for growth and challenge and inspire our employees.
- As part of our core values, we are committed to sustainability and the environment and, as a result, we are recognized as the North American leader in sustainability.
- Our team is like our family. We have over 70 years of experience developing, acquiring and managing office and mixed-use real estate assets and have many employees who have been at the company for more than 15 years.
- We have a promote-from-within culture and accessible executives with open door policies. We consistently encourage our team to facilitate change, leverage technology and recommend process improvement.
- We have a flexible work attire policy that allows for jeans to be worn every day. We believe in a modern workplace where our goal is to inspire and create opportunity for our entire team.
- Please visit our website at: [www.kilroyrealty.com](http://www.kilroyrealty.com).

**About the Opportunity**

Lead Asset/Property Management teams who are directly responsible for an assigned portfolio of Class 'A' offices in our San Francisco region portfolio which may include current or future development sites. This individual manages leasing, third party broker relationships, NOI, and the capital program and operations of the assigned portfolio. This position reports to the Senior Vice President, Asset Management.

**Opportunity Requirements**

- 10+ years' of experience in the commercial real estate industry with a diverse background covering both leasing and operations of Class 'A' office in the San Francisco Bay Area.
- Must have direct Class 'A' leasing experience in the San Francisco Bay Area market.
- Must have strong relationships and be well networked in the San Francisco Bay Area leasing/brokerage community.
- Must have operations and asset management experience in Class 'A/B' office properties preferably on behalf of institutional owners.
- 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, contractors, etc. Must be proficient with financial concepts and applications. Must be self-directed, motivated and logical in problem solving.
- Possess a valid California Real Estate License, achieved or be in the process of certification as a Certified Property Manager (CPM) or Real Property Administrator (RPA), are highly preferable. A college degree is a must.
- Must have experience in understanding financial reports, monthly variance reports, operating budgets, and be computer literate.

**Summary of Responsibilities**

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

- Provide solid team leadership in training and mentoring to meet company objectives.
- Lead the 100 First, 350 Mission and 360 Third teams seeking input from the Vice President and Senior Vice President, Asset Management on best practices, approach, and company policies and procedures.
- Responsible for budgets, reforecasts and working with Accounting on the annual CAM estimates and final year-end CAM reconciliations, keeping the tenant watch list and the sublease tracking report up to date and other reports as required.
- Responsible for working with Vice President, Asset Management on leasing of vacant spaces and renewing of existing tenants.
- Obtain credit approval and prepare/submit lease renewals and new lease deals for approval.
- Walk projects regularly and responsible for immediate resolution of property issues to ensure the properties are maintained to Class 'A' standards at all times.
- Ensure that demising reports and stacking plans are current and up to date.
- Responsible for tenant retention, with regular visits and calls.

- Work with the Kilroy Construction Department on tenant improvements, alterations and base building improvements required at each of the buildings.
- Each month review and report on the variances within the operating statements.
- Provide final review and approval of all accounts payable invoices through Yardi.
- Ensure collection of rents in a timely fashion or take action as necessary and report monthly the status of all accounts receivable.
- Prepare and submit capital project authorizations on a timely basis and keep regional capital tracking spreadsheet up to date.
- Work with the Kilroy Legal Department or outside counsels in preparation of tenant leases/amendments in a timely basis. Review counsel prepared documents to ensure accuracy and consistency with the intent of the deal. Review and negotiate tenant comments. Prepare and submit routing package for LL final execution.
- Bidding of vendor services as the need arises and working with regional counterparts for economies of scale and service improvement.
- Other duties as assigned.

**To Apply:** Please submit resumes to [HumanResources@kilroyrealty.com](mailto:HumanResources@kilroyrealty.com). Please include the position title in the subject line. No phone calls, please. EEO/AA/M/F/Vet/Disability Employer.