

KILROY REALTY CORPORATION

12200 West Olympic Blvd.,
Suite 200
Los Angeles, CA 90064**Opportunity Description:** Property Coordinator**Location:** Office in Los Angeles, CA (Hollywood)**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.

About the Opportunity

Primarily entails a full range of administrative support for the asset management team at Sunset Media Center, which consists of a class A high-rise office building located in Hollywood (Los Angeles, CA). General responsibilities are noted below. This position reports to the Asset Manager.

Opportunity Requirements

- Must be self-motivator, possess excellent phone etiquette, convey a highly professional manner, and be highly organized.
- Thrives in a fast pace environment working with over 40+ tenants (many in the Entertainment and Internet field).
- Solid understanding of office procedures; excellent spelling and grammar.
- Typing skills 60+; highly computer literate with Word and Excel.
- Good math skills are essential.
- Minimum of 3 years working in a professional office environment.
- Minimum 1 year working in a commercial real estate environment.
- Accounting experience preferred.

Summary of Responsibilities

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

- General Receptionist duties including but not limited to the following:
 - Manage phones
 - Manage visitors
 - Manage/maintain conference rooms and conference room equipment.
 - Stock/maintain kitchen, office supplies and equipment.
- Provide full range of administrative support for the Asset Management team on an as needed basis.
- General Administration:
 - Assist asset management team in coordinating tenant office moves.
 - Provide front desk and telephone coverage as needed.
 - Maintain project, vendor, and tenant files.
 - Assist the Assistant Property Manager with ensuring all tenant contacts (legal, billing, premises, emergency) are updated.
- Accounting:
Payables:
 - Process weekly vendor invoices.
 - Assist asset management team with follow up on any outstanding invoices or incorrect billings and resolve discrepancies in a timely manner.

Receivables:

- Run current aging reports on the 5th, 10th and 15th of each month. Assist with contacting via phone, email and letter for outstanding receivables. Work with Assistant Property Manager and Property Manager to provide Asset Manager with status updates.
- Create and maintain receivables contact list.
- Assist asset management team in preparing and tracking tenant utilities, after-hours lighting, HVAC and tenant direct services billings.
- Assist asset management team with end of year CAM Reconciliation letters and annual tenant CAM estimate letters.

Reporting:

- Assist asset management team with compilation of information/data for annual budget preparation, as needed.
- Assist asset management team with Monthly Variance Reports.
- Assist asset management team with the preparation and submittal of lease update forms as needed.
- Assist the Assistant Property Manager, Property Manager and Asset Manager with the review of Lease Abstracts from Accounting for Asset Manager approval.

Budgets:

- Assist asset management team with checking with contracted vendors to verify pricing.
- Assist asset management team in gathering proposals for the budget.
- Walk the property with Assistant Property Manager, Property Manager and Asset Manager to identify items to be included in the budget.
- Insurance Compliance:
 - Assist asset management team in obtaining timely renewal of submittal of insurance binders for tenants and vendors.
 - Assist asset management team in preparing incident report forms for submittal to Risk Manager.
- Property Management:
 - Assist asset management team with the day to day interactions with the Engineering, security, janitorial and parking vendors.
 - Assist asset management team in following up with vendors to confirm timely completion of jobs.
 - Participate in annual property inspections.

- Tenant Relations:
 - Assist asset management team in coordinating all tenant and property events.
 - Assist asset management team in coordinating the Online Fire Life Safety training program with the tenants.
 - Assist asset management team in coordinating signage program, including directory boards, tenant suite signs, floor directory signs, monument signs, evacuation and restroom signs, etc.
 - Assist the Assistant Property Manager, Property Manager and Asset Manager 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 implementation and compliance of tenant lease obligations.
 - Assist in preparing tenant manuals and emergency procedures, and maintaining the Electronic Tenant Handbook.
 - Assist in educating tenants on each building recycling programs.
 - Assist asset management team in resolving miscellaneous tenant issues.
 - Assist Property Manager, Assistant Property Manager and Asset Manager with updating tenant, vendor and employee contact lists including emergency contacts.
- Vendor Relations:
 - Assist asset management team with monthly walk through and follow up requests.
 - Liaison with engineering team to complete tenant work orders in a timely manner.
 - Assist asset management team with collection of bids for capital and maintenance/repair projects.
 - Maintain vendor contracts, purchase order documents and vendor files as needed.
- Other duties as assigned.

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.