

KILROY REALTY CORPORATION

12200 West Olympic Blvd.,
Suite 200
Los Angeles, CA 90064**Opportunity Description:** Assistant Property Manager**Location:** 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.

About the Opportunity

The Assistant Property Manager shall be responsible for assisting the Asset Management team on a day to day basis with all respects of property management. General responsibilities are noted below. This position reports to the Property Manager (PM).

Opportunity Requirements

- Minimum of 3-5 years working in a professional office environment and a minimum of 3 years working in a commercial real estate environment.
- Accounting experience required and good math skills are essential.
- Must be self-motivated and possess excellent phone etiquette, 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.

Summary of Responsibilities

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

- General Administration:
 - Coordinate tenant moves
 - Front desk and telephone coverage back up to property coordinator
 - Back up to property coordinator as needed for general office, vendor, and tenant files
 - Work with team on weekly operations meeting and agenda and open items
- Accounting:
 - Payables
 - Back up support for property coordinator as needed for accounts payable
 - Receivables
 - Responsible for running current aging reports on the 5th, 10th, and 15th, of each month. Contact tenants via phone and letter for outstanding receivables. Provide PM with status updates.
 - Create and maintain receivables contact list.
 - Prepare and track Tenant utilities, after-hours Lighting and HVAC billings; generate Billing Request Forms.
 - Generate tenant late fee Billing Requests Forms accordingly.
 - Assist PM with end of the year CAM Reconciliation letters and annual tenant CAM Estimate letters.

Reporting

- Provide Operating Accountant and PM with monthly accrual data.
- Assist with compilation of information/data for annual budget preparation, as needed.
- Support PM on Monthly Variance Reports.
- Prepare and submit Lease Change Notices as needed.
- Review Lease Abstracts from Accounting for PM approval.

Budgets

- Work with property team in annual budget preparation which can include getting bids and additional pricing, evaluating pricing for correctness and budget input into accounting software. Also work with team to evaluate capital building needs.
- Insurance Compliance:
 - Assist Risk Manager in obtaining timely renewal or submittal of insurance binders for tenants and vendors.
 - Prepare incident report forms and submittal to Risk Manager.
- Property Management:
 - Assist PM with weekly property walks and preparation of punch lists.
 - Follow up with vendors to confirm timely completion of punch list items.
 - Participate in annual property inspections.
- Tenant Relations:
 - Assist asset management team in coordinating all tenant and property events.
 - Coordinate signage program, including directory boards, tenant suite signs, floor directory signs, evacuation and restroom signs, etc.
 - Prepare and distribute tenant memos and notifications.
 - Prepare move-in packages and assist in coordination of tenant move-ins/outs.
 - Assist in implementation and compliance of tenant lease obligations.
 - Prepare Tenant Manuals and Emergency procedures.
 - Educate tenants on project's recycling program.
 - Assist PM in resolving miscellaneous Tenant issues.

- Vendor Relations:
 - Responsible for assisting the asset management team with monthly walk throughs and follow up requests.
 - Monitor outside vendors for compliance of contracts, including coordination with and oversight of security and janitorial staff.
 - Liaison with engineering team to complete tenant work orders in a timely manner.
 - Assist asset management team with collection of bids for projects, and / or maintenance and repairs.
 - Generate and maintain vendor contracts, purchase order documents and vendor files.
 - Inspect job site after service has been performed to ensure that work was done to specifications.

- Other duties may be assigned accordingly.

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.