

KILROY REALTY CORPORATION

12200 West Olympic Blvd.,  
Suite 200  
Los Angeles, CA 90064**Opportunity Description:** Analyst / Associate, Investments  
**Location:** Corporate office in Los Angeles, 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**

Kilroy Realty Corporation is seeking an individual interested in pursuing a career in real estate with a focus on investments and finance at a premier publicly traded REIT (NYSE: KRC). The Analyst / Associate, Investments will work directly with both a locally focused team and senior management at all levels within the organization. The opportunity provides extensive experience and exposure to real estate development and investment; including the financial modeling of all perspective acquisitions, development, and disposition projects.

Additionally, the role will provide financial analysis and support on other various projects such as leasing transactions and other strategic initiatives. There is direct interface with the CEO, COO, CFO, CIO, Regional EVP/SVP's as well as with the asset management, development, accounting and corporate finance departments thus strong communication skills is warranted. This position reports to the Senior Vice President, Corporate Strategy.

**Opportunity Requirements**

- Bachelor degree in finance, real estate, business, or accounting from top-tier university
- 1-3 years of direct real estate experience in a valuation, development and or acquisition, debt, investment banking or accounting role
- Ability to synthesize and audit large amounts of information from various sources and provide concise conclusions and recommendations
- Experience with office, retail and multifamily product types in Southern California markets a plus
- Familiarity with basic real estate diligence such as rent rolls, offering memorandums and operating/income statements
- Advanced skills in Excel are a must, ARGUS (DCF and/or Enterprise) experience is strongly preferred
- Familiarity with basic cash/GAAP accounting principles
- Excellent communication skills and strong ability to adapt and interact with team members
- Team oriented mentality with precise attention to detail

**Summary of Responsibilities**

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

- Assisting in all aspects of the underwriting process, which includes running analyses, writing investment memos, comparative analyses, vetting through accounting issues, etc.
- Building and maintaining cash flow models in ARGUS for perspective acquisitions, developments, dispositions and asset repositions
- Creating clear and concise presentations and overviews directed towards senior management and Investment Committee
- Monitoring market transactions for both leasing and capital markets
- Reviewing and summarizing acquisition diligence materials
- Evaluating, through Argus, NPV and IRR analyses, the financial impact of lease proposals, terminations, and renewals for active and pipeline development projects

- Work with the accounting and property management groups to assist in the creation of development forecast backup
- Assist asset management with strategic decision making and analysis
- In depth market analysis to determine portfolio trends, market conditions and operating strategy

**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.