

KILROY REALTY CORPORATION

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

Opportunity Description: Facilities Coordinator

Location: Office in Menlo Park, 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

This position will assist the Vice President, Facilities and Engineering with the rollout of company-wide initiatives, as well as provide support to the team. This position reports to the Vice President, Facilities and Engineering.

Opportunity Requirements

- Minimum of 5 years of experience within a facilities engineering, property management or project management environment.
- 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, vendors, contractors, etc.
- Must be self-directed, motivated and logical in problem solving.
- Strong computer skills including MS office suite, Computer Maintenance Management System (CMMS), MS project and CAD.
- Ability to travel to other regions 1-2 times quarterly, as needed.

Summary of Responsibilities

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

- Rollout of the portfolio wide preventive maintenance program
 - a) Track and manage phased approach rollout.
 - b) Become SME for rollout and a resource liaison for the chiefs/engineers and the software company.
 - c) Institute and manage monthly performance reporting dashboard.
 - d) Input and remove building assets as they are acquired and dispositioned.
 - e) System administration.
- Compliance
 - a) Under the direction of the Vice President, Facilities and Engineering, work to rollout initiatives partnered with Counsel and others on initiatives that affect the breadth of the KRC Portfolio.
 - b) Provide support to the engineering team to roll-out new compliance driven software initiatives.
 - c) Work with the Vice President, Training and Quality Control on tracking engineering input and updates for the Emergency Response Plan initiative.
 - d) Assist from a program management perspective, any ASRAE, OSHA or other compliance driven efforts.

- Project related initiatives
 - a) Provide interface support with engineering on any IT related collaborations.
 - b) Annual budget tracking to ensure engineers have provided budget to the Vice President, Facilities and Engineering, schedule meeting time with engineering for budget review.
 - c) Building asset preservation project initiatives.
 - d) Coordination of portfolio-wide annual building inspections.
 - e) Work Order tracking and dashboard reporting.

- Other
 - a) Scheduling meetings, conference calls and webinars for the initiatives at hand.
 - b) Track monthly Chief reports.
 - c) Monthly expense reporting.
 - d) Schedule travel for the Vice President, Facilities and Engineering, when applicable.

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.