

KILROY REALTY CORPORATION

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

About the Opportunity

Provide primary administrative support to the Senior Vice President, Asset Management, and the Senior Vice President, Development and Land Planning, in addition to serving as backup to the regional receptionist. General responsibilities are noted below. This position reports to the Senior Vice President, Asset Management and Senior Vice President, Development and Land Planning.

Opportunity Requirements

- Four (4) year degree preferred
- 1-3 years prior administrative experience in commercial real estate preferred
- Strong ability to prioritize and multi-task with multiple projects and deadlines Must be flexible and highly motivated, with a willingness to take initiative be resourceful and work independently
- Strong interpersonal and written communication skills and ability to work collaboratively with teammates
- Excellent follow through, must be a task master and have a thorough attention to detail Proficient in Microsoft Word with a working knowledge of Excel and PowerPoint

Summary of Responsibilities

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

Organization:

- Understand the organizational chart for the region, including the areas of responsibility for team members in other departments and for asset management across the company; job and responsibilities of the person you support.
- Familiarize yourself with commercial real estate terminology in order to draft letters and emails and for the purposes of understanding documents and emails.

Inbox:

- As applicable, review and read the emails in the inbox to familiarize yourself with content and possible meetings that would need to be scheduled (incoming, sent, deleted). Delete or unsubscribe from spam emails.

Calls:

- As applicable, answer all calls and ask the name, company and purpose of each call. Determine if the call should be routed to appropriate person or put into voicemail.

Meetings and Conference Calls:

- Communicate appropriately with outside participants.
- Schedule meetings or calls based on the respective team's availability, unless told that the participant is optional.
- Prepare, review, print and/or disseminate materials when necessary and with enough lead time for participants to review prior to the meeting or call.
- Provide meeting and conference call support to the VP, Development & Investments, as well.
- Prepare materials and set up technology for presentations to ensure seamless delivery.

Binders:

- Ensure binders and information are updated regularly for market data, stacking plans and other tools used by the SVP of Asset Management. Keep binders organized and neat, paying particular attention to insuring information is not lost.

Contacts:

- Keep contacts up to date as well as various contact lists such as VIP guest lists, brokers, etc.

Signatures:

- Handle the signature and return of documents in a timely manner.
- Be familiar with Kilroy's Signature Authority Policy and with the Delegation of Authority, checking periodically for updates.
- Also be familiar with the document checklist depending on the type of document (i.e. lease, operations contract, etc.).

Workflow:

- Follow up on tasks in accordance with timelines provided by supervisor which may involve checking in with other team member's or departments.

Meeting Notes:

- Organize/transcribe meeting notes such that the information can be retained in the appropriate filing system (i.e. email or shared drive).

Travel Reservations:**Flights:**

- Arrange based on preferred airlines, airports, class and seats.
- Research all airlines if the desired airline does not have flights.
- Check-in 24 hours in advance and email/print boarding passes. If they are travelling, have the hotel concierge print the boarding pass and slide under their door.

Hotels:

- Ask for preferred hotels and if they have membership chains – SPG, Hyatt.
- Always ask for AAA rates first, otherwise use “Best Rate”, 1 king bed, non-smoking.

Transportation:

- Ask what car service they would like to use – Uber, Carey, taxi cabs.
- Ask if they need a rental car.
- Remind them to collect all cab receipts for Expense Reports.
- Put all travel details and confirmations on the calendar.
- Email/Upload all airline confirmations, hotel folios, and transportation receipts to Concur.

Expense Reports | Concur: Travel, General, Auto

- Email or upload all original receipts or printed confirmations of travel arrangements and taxi cards filled out (if available). If receipts are not available, print out a bank statement for each month or major trip.
- Submit for supervisor's review and approval them in Concur.
- When the check comes from accounting at WMC – match up with submission, keep the check stub in your files and review periodically to insure receipt of funds.
- Provide expense report assistance to the VP, Development & Investments, and the Entitlements Associate.

Conferences and Memberships:

- Keep track of memberships and events at organizations such as SPUR, ULI, NAIOP, SF Business Times, BISNOW, BOMA, others.

Calendar Reminders (for travel and meetings only):

- All in-office meetings and calls should have 15 minute reminders; travel and out of office meetings should have 30+ minute reminders depending on travel time.

Networking:

- Develop friendly professional rapport with people outside the organization that require frequent communication.

Other:

- Other duties as assigned as the business needs require.

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.