

KILROY REALTY CORPORATION

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

Opportunity Description: Real Estate and Corporate Paralegal
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.

About the Opportunity

Real Estate and Corporate Paralegal will be responsible for maintaining corporate entities, various licenses, permits and other corporate records, coordinating with the development, construction and asset management teams to prepare and record documents, and providing support to other members in the legal department. This position reports to the Senior Vice President and Corporate Counsel.

Opportunity Requirements

- Minimum of three (3) years' experience as a corporate and/or real estate paralegal, preferably in-house at a commercial real estate company or a law firm
- Bachelor's degree and ABA-approved paralegal certificate or California equivalent
- Professional, dependable, detail-oriented and highly organized
- Team player with a positive attitude and a willingness to learn
- Excellent interpersonal skills with the ability to interact and communicate effectively with all levels of management, staff and external service providers
- Ability to handle confidential and sensitive information with appropriate discretion
- Self-motivated, able to take initiative and work independently and in a team environment
- Able to manage time efficiently, prioritize effectively and handle multiple projects and deadlines
- Notary public or willingness to obtain the necessary training to become a notary public
- Skilled in Microsoft Office products (Word, Excel) and willingness to learn other applications
- Familiarity with billing/property management software (such as Yardi) is preferred

Summary of Responsibilities

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

- Responsible for corporate entity maintenance, including forming and qualifying LLCs, drafting resolutions, ordering good standing certificates, serving as registered agent liaison, maintaining organizational charts and signature authority policies, and preparing officer certificates and other corporate documents
- Responsible for filing and maintaining business and environmental licenses and permits
- Assist with real estate and corporate transactions, including diligence and closing matters
- Assist with lease administration, including updating GSA database and filing Mello-Roos reports
- Conduct research and synthesize data into concise communications for attorney review
- Provide notary services
- Provide administrative support as needed, including processing invoices, providing telephone coverage, filing documents, preparing mailings and obtaining signatures
- Assist in preparing Board of Directors and Board Committee reports and minutes
- Assist with matters related to the annual proxy statement and stockholders' meeting
- Assist with special projects on various issues 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.