

KILROY REALTY CORPORATION

12200 West Olympic Blvd.,
Suite 200
Los Angeles, CA 90064**Opportunity Description:** Administrative Assistant, Design**Location:** Regional Office in any Kilroy Region (LA, SD, SF, PNW or TX)**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 diverse 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 and developer, with a major presence in San Diego, Greater Los Angeles, the San Francisco Bay Area, the Pacific Northwest and now Texas.
- 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

We are seeking an ambitious and motivated individual to join a close-knit creative team of creatives. We're looking for a partner with the keen aptitude to follow-through on simultaneous requests, has exquisite organizational skills, and the exceptional ability to pay close attention to detail. This position will require the capability to take the time to better understand the team and therefore can anticipate needs. In addition, it requires someone that excels at solving problems and proactively brings ideas to better team organization and process. This position will report to the Senior Vice President, Design.

Opportunity Requirements

- BA/BS degree in marketing, communications, design, or other applicable fields.
- Experience with supporting projects and teams.
- Proficient in Microsoft Office applications and the interest in expanding skillset to include Adobe Creative Cloud, WordPress, and other marketing / technology tools
- Familiarity with InDesign, Photoshop, Bluebeam, Asana etc.

Characteristics to Succeed

- High degree of judgment and discretion in the handling and maintenance of materials of a confidential and/or sensitive nature.
- Exceptional interpersonal and communication skills.
- Strong skills in problem-solving, critical thinking, and customer service.
- Ability to manage fast turnover assignments.
- Have strong interest in design.
- Ability to work well with all levels of management, teams, and external partners

Summary of Responsibilities

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

- Manage the SVP of Design's calendar, including scheduling meetings and resolving conflicts.
- Prepare, coordinate, and track expense reports for the SVP of Design.
- Manage the Design Team's project tracker, including updating during weekly meetings. Liaise between the Kilroy creative teams for collective project tracking - inputting deadlines and project information into project management platform. Correspondence with all adjacent teams and consultants to proactively keep update tasks as needed.
- Manage proposal, contract, and service cost tracking for design projects.
- Help prepare and support presentation deck creation for executive meetings by gathering and disseminating information as needed.
- Occasionally assist in the coordination of SVP's travel arrangements, with the ability to recognize nuances like time zone changes and travel/commute times.
- Support the greater design team with scheduling and task management.
- Assist with special projects on as needed basis (example: Holiday decoration, creative research projects, consultant research etc.)
- Other duties 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.