

KILROY REALTY CORPORATION

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

**Opportunity Description:** Associate, Design**Location:** Regional Office in Los Angeles, CA or San Diego, 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 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](http://www.kilroyrealty.com).

**About the Opportunity**

We are seeking a highly motivated and creative individual to join our design team. At Kilroy we believe that art and design are core to who we are. We see firsthand how environments shape human experience and approach each project as an opportunity to enhance our environment. This position will be involved in both our stabilized and development portfolio. They will participate in the design process and work as a member of the greater Kilroy team including marketing, construction, asset management, leasing, retail, etc. This position will report to the Senior Vice President, Design.

**Opportunity Requirements**

- Four (4) year degree or equivalent in Interior Design, Architecture, or another related field.
- 3-5 years of professional experience from an applicable field (architectural/interior design firm, environmental graphics, digital media or commercial real estate owner and/or developer).
- 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
- Ability to firmly guide design consultants and vendors to desired design, budget and schedule goals in a way that encourages and ensures rapid progress but does not hamper their creativity.
- Proficient in Bluebeam, AutoCAD, Sketchup (Or other 3D program), Adobe CS – Photoshop, Illustrator & InDesign, Microsoft Word & Excel
- Proficient in online project management/productivity tools – Asana preferred.
- Strong presentation, communication and interpersonal skills with the ability interact effectively and professionally with all personality types.
- Strong design skills with a good eye and refined aesthetic sensibilities across all types of medium.
- Design portfolio required.
- Positive, can-do attitude with a proactive solutions-oriented mindset.

**Summary of Responsibilities**

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

- Design and planning of new development, public space capital expenditures, asset modifications, market suites greater than 50,000 sf, graphic projects, and special projects.
- Champion clear communication with external Project Design Consultants, the greater Kilroy Design Team, Kilroy Construction Management and Asset Management to manage project goals and deliver well-designed, efficient, and cost-effective solutions. This includes updating the design team tracker to keep information recorded.
- Maintain, track, and distribute the Design Guidelines and Lessons Learned both internally and externally.
- Proactively manage decision milestones as it relates to the design execution on projects.
- Standards – develop, document, implement product, finish, and design standards. The goal is to continue the innovation in design and the implementation process.
- Provide assistance to construction and development EVP's and SVP's with a direct focus on supporting the greater Kilroy effort of conceptualizing and executing class leading design solutions with efficiency.
- Other duties as assigned.

**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.