

KILROY REALTY CORPORATION

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

Opportunity Description: Office Administrator

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 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 West Coast landlord 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

This position provides office support to the Company's regional office (100 First, San Francisco, CA) and reports to the Executive Assistant to the CEO.

Opportunity Requirements

- Bachelor's Degree with a minimum of 1-2 years working experience in an office environment, and/or customer service environment, utilizing the skills described below.
- Must possess and maintain a valid California Driver's License and be able to provide proof of insurability. Excellent driving record, ability to operate manual or automatic transmission vehicles.
- Proficient working knowledge of Microsoft Office Suite.
- Intermediate skills in Microsoft Excel with practical experience and ability to create expense tracking spreadsheets using formulas to track against budget and build interactive dashboards and other spreadsheets as assigned.
- Promote exceptional quality service with confidence, effective communication skills,
- Demonstrate emotional intelligence with the proven ability to operate with a high level of integrity and confidentiality while always exemplifying professionalism.
- Self-motivated, proactive, quick-thinking, flexible, able to pivot when necessary, able to juggle multiple and diverse responsibilities with a strong emphasis on organization and deadline driven, while also demonstrating attention to detail.
- Willingness to learn, be proactive, and mindful of the needs of others.
- Strong business writing skills and good grammar, spelling and punctuation; Ability to compose letters or other business communications as needed.
- Able to work independently as well as in a team environment.
- Able to be resourceful for gathering information and accomplishing tasks while involving a minimal number of persons.
- Ability to use discretion when working with materials and information of a sensitive or non- public nature. Effectively communicate matters of importance to supervisor.
- Requires the ability to walk, stand, and sit for periods of time. Must be able to lift and move objects up to 30 pounds.
- Familiarity with Yardi, Concur, Stripo and Canva is a plus.
- Must be physically in the office Monday-Friday 8:30am-5pm.

Summary of Responsibilities

An essential function of this position is regular and predictable attendance. The core responsibilities of this position include, working as an efficient member of the team to provide and perform a wide variety of duties including but not limited to the following:

General Office Administrator Duties

- Familiarize yourself with the Regional Office Administration Services Manual to gain thorough understanding of Regional Services protocols and procedures; keep manual up to date as changes occur. Provide back up support to EA team, including vacation coverage or meeting support.
- Host a monthly admin meeting and provide office updates and create a sense of teamwork and support with EA's and other administrative staff.

Front Desk Support:

- Be the first point of contact for all guests.
- Make sure to coordinate with Property Mgmt / Security to ensure guests access our suite without any issues and validate parking when needed.
- Ensure the lobby / front area are kept in a tidy manner.
- Answer the phone in a professional manner and ensure that messages are relayed to the correct people.
- Distribute 100 First security and maintenance notices.

Daily/Weekly Mail:

- Carefully sort through all incoming USPS, inter-office courier bags and packages received from the night prior and distribute accordingly.
 - Notify appropriate employees of important/urgent mail items via email and deliver as needed.
 - Scan items received for other offices and email to the correct point of contact.
 - Set aside mail for regional offices to ship out on a weekly basis.
 - Log all incoming FedEx, UPS, and other carrier shipments received throughout the day and send email notifications to the appropriate individual for pickup.
 - Prepare letters and packages for shipment via USPS and FedEx as needed.
 - Take down mail bins containing all outgoing mail, packages, and inter-office courier bags to the first-floor security desk/outgoing FedEx mailbox in mail room at day's end for pickup.
 - Deliver Certified Mail to local USPS office and obtain post mark on Certified Mail Receipt when requested.
 - Maintain and keep up to date the 100 First mail distribution list and seating chart.
 - Replenish Pitney Bowes mail machine on 3rd floor as needed.

Office Supplies/Snack Inventory and Upkeep

- Monitor and maintain through the day and week the supply of snacks, drinks, and office supplies in each designated area including front desk, board rooms, bathrooms, kitchens, and printer/copy/fax rooms.
 - Refer to the inventory checklist for Regional Office, Suite 250, Suite 200, and Suite 350., and update as needed.
 - Research new snack/drink options and bring ideas to the Regional Office for approval, as well as track budget and ordering.
 - Track inventory and place weekly/monthly orders for office supplies/snacks/drinks as needed.
 - Manage vendor contacts such as Economy Office Supply, Blaisdell's, Instacart, DoorDash, Forkable, Amazon, and EZCater. .
 - Compile and maintain the Outlook Contacts list in the Regional Office folder including but not limited to: vendors, caterers, supplier of business machines, etc.
 - Interface with vendors of food and courier services for special requests, changes, and orders as needed. Assist and track supply order requests/deliveries from individual departments at Regional Office in accordance with the "Supply Order Procedures."
 - Keep tidy general office supplies and snacks in Regional Office and kitchens.
 - Order and maintain First Aid supplies as needed.
 - Check AED device monthly in each suite and report back to Cardiac Solutions company.

Culture Crew/Regional Office Events

- On point for regional event planning and execution as directed by your supervisor.

Weekly Lunches/Monthly Desserts ("Foodie")

- Manage food options and brings ideas to the Culture Crew Team and Regional Office as needed. During the planning process, keep things in mind items such as budget, food options, dietary restrictions, quantity of food, coordinate ordering for the event, process the invoice and track against the Culture Crew budget.
- Place orders for weekly Tuesday/Thursday lunches the week prior.
- Send out a memo to Regional Office employees when lunch arrives in Suite 250.
- Create an e-invite for monthly birthday/anniversaries using Canva (need to set up an account) and distribute via email calendar invite monthly to all SF Region employees.
- Create description labels and day-of menu for any food event that includes all options to show what is available and if it meets any dietary restrictions (vegan, gluten- free, nut-free, etc.).
- Serve as a point of contact for the lunch deliveries and assist upon arrival (bringing a cart

down for delivery as needed).

- Set up weekly Tuesday/Thursday lunches, as well as monthly birthdays/anniversaries celebration in Suite 250, in an organized and orderly fashion.
- Assist with research, ordering, coordination and/or oversight of other foodie related events as they arise throughout the year.

Expense Tracking:

- Process all corresponding Regional Office vendor invoices via Yardi.
- Track and maintain on a weekly/monthly basis an Excel spreadsheet and in SharePoint tracker, of expense related but not limited to the following:
 - Office Supplies
 - Bathroom Supplies
 - Snack/Kitchen Supplies
 - Weekly Lunches
 - Monthly Birthday/Anniversary Events
 - Regional Events
- Process expense reports via Concur and Yardi for monthly charges related to office on SVP's credit card.

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.