

KILROY REALTY CORPORATION

12200 West Olympic Blvd.,
Suite 200
Los Angeles, CA 90064**Opportunity Description:** Insurance Risk Administrator
Location: Office in Irvine, 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

The Insurance Risk Administrator will be responsible for the timely and accurate review and analysis of insurance policies and lease agreements/tenant improvement construction contracts and vendors' service contracts. This individual will apply insurance knowledge to answer insurance inquiries of low to medium complexity or those of a repetitive nature. This individual will provide internal support to asset property management associates. This position reports to the Manager, Risk Management.

Opportunity Requirements

- Bachelor degree or equivalent years of experience.
- A minimum of two years' related work experience within the Commercial lines Property & Casualty (P&C) area, and/or recent graduate with concentration in Commercial Insurance or Risk Management. Total work experience in the field of Commercial Insurance (3 years).
- Insurance designation is required. CISR, ARM, AU or demonstration of passing of one or more applicable exams towards the designation within a year of employment.
- Knowledge of applicable commercial Property & Casualty (P&C) insurance products (2 years).
- Excellent interpersonal and communication skills, both verbal and written.
- Demonstrated ability to work at high levels of productivity and quality.
- Ability to work independently on multiple tasks.
- Knowledge of all Microsoft Office products as well as other business related software.

Summary of Responsibilities

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

- Performs timely and accurate review/analysis of insurance policies and lease agreements/tenant improvement construction contracts and vendors' service contracts.
- Assist internal associates by communicating with external insurance agencies on Company's insurance requirements.
- Performs moderate to heavy volume of data entry of insurance information, verification of information and compliance with Company requirements and filing of certificates/leases.
- Upon request from internal associates, will review Company's contract insurance requirements and may recommend acceptance or denial of business within Company's pre-set guidelines or designated authority following established procedures.
- Interface with various high-level professionals within the Company, external Legal counselors, Construction Contractors, various business vendors such as Information Technology service providers.
- Assist in special project work as needed or other assignments as directed.
- Update/Maintain proprietary database systems with certificate data scanning and keyboard entries.
- Other duties as assigned.
- Continuously evaluate the department's accounting processes and recommend improvements.
- Special projects and other duties.

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.

