

November 14, 2019

### **Office Services Associate – Office Manager**

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Department: Office Services

Reports to: **Principal**

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Location: **New York, NY**

Contact: **Human Resources (careers@gcmlp.com)**

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#### **SUMMARY**

The Office Services Associate will be part of a team that provides a superior level of service to our management, employees, clients, prospects and guests of the firm. This is a high-visibility role that requires strong attention to detail, flexibility, and resourcefulness, with the ability to multi-task and juggle projects with aggressive deadlines. The ideal candidate is a strong leader who is also involved in the day to day operation of the Office Services Team.

#### **RESPONSIBILITIES**

The individual will be involved in the following critical activities:

- Oversee the Hospitality, Reception and Mailroom functions. Step in as needed to assist team members with their duties.
- Assist in managing operating budgets, facility standards, safety and emergency evacuation procedures.
- Assist with all aspects of onsite meetings and employee special events. This includes scheduling, security access, ordering meals, room setup and clean up for internal meetings and venue search, budgeting, planning and execution of logistics for all external employee events.
- Coordinate annual safety review activities including planning, information gathering, business continuity plan revisions and coordinate emergency response team training and drills.
- Conduct Office Services orientation for new hires and coordinate work station logistics, including liaison with IT for equipment.
- Maintain space floor plans, coordinate space assignments with HR and manage moves/changes.
- Work with building management on maintenance and other building issues; coordinate service and repair calls with external vendors to ensure offices are safe and well maintained.
- Oversee the maintenance schedule for supplemental HVAC, furniture, floors, carpets, etc.
- Monitor office security and access systems.
- Assist in implementing green initiatives.

#### **EDUCATION, SKILLS AND EXPERIENCE REQUIREMENTS**

The ideal experience and critical competencies for the role include the following:

- Bachelor's Degree with a proven record of academic success.
- 5+ years related experience with knowledge of general office operational procedures.
- 3+ years of managerial experience.
- Event planning experience preferred.
- Strong interpersonal skills with the ability to effectively communicate with peers, senior management and clients.
- Solid negotiating and problem solving skills.
- Strong attention to detail, organizational skills.
- Proven track record of successfully managing complex projects from inception to completion.
- Prior supervisory skills and ability to motivate others to achieve desired end results.

(GCM Grosvenor reserves the right to add to, delete, change or modify the essential duties and requirements at any time. Other functions may be assigned to the position at GCM Grosvenor's discretion.)

**If interested and qualified for this position, please notify Human Resources.**

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- Flexibility and adaptability to various changing working conditions based on priorities.
- Demonstrated team player with ability to work independently within a team; self-starter; independent thinker; excellent judgment.

In terms of cultural fit, the successful candidate will be self-motivated and energized by working amongst a group of thoughtful, smart and successful colleagues. He or she will enjoy being part of an organization focused on excellence and will be a naturally collaborative person who enjoys interacting with individuals at all levels. Additionally, he or she will be a strong team player with a proactive approach and the ability to exercise discretion and judgment.

#### HOW TO APPLY

Interested candidates should submit a letter of interest along with a resume to [careers@gcmlp.com](mailto:careers@gcmlp.com). Please reference "Office Manager, # 101572" in the subject line of the email.

#### ABOUT THE FIRM

GCM Grosvenor is a global alternative asset management firm with over \$55 billion in assets under management in hedge fund strategies, private equity, infrastructure, real estate and multi-asset class solutions. It is one of the largest, most diversified independent alternative asset management firms worldwide. GCM Grosvenor has offered alternative investment solutions since 1971. The firm is headquartered in Chicago, with offices in New York, Los Angeles, London, Tokyo, Hong Kong, and Seoul, serving a global client base of institutional and high net worth investors.

GCM Grosvenor specializes in developing customized portfolios for clients who want an active role in the development of their alternatives programs. The firm also offers multi-client portfolios for investors who desire a turn-key solution. Offerings include multi-manager portfolios as well as portfolios of direct investments and co-investments.

For more information, visit [www.gcmgrosvenor.com](http://www.gcmgrosvenor.com).

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