

June 26, 2019

## Investor Operations Reporting Analyst

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Department: **Investor Operations**

Reports to: **Principal**

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Location: **Chicago, IL**

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

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### SUMMARY

The Investor Operations Reporting Analyst will be part of a team that provides a superior level of service to our clients through various forms of communication. This role requires strong project management and communication skills, the ability to work in a dynamic group environment, and solid data management capabilities.

### RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Coordinate with departments throughout the firm to prepare and deliver recurring client deliverables.
- Respond to client inquiries in a prompt manner, utilizing both communication and analytical skills.
- Identify and assist in opportunities to improve upon the team's processes.
- Manage the investor experience through our proprietary client web portal.
- Accurately complete and review client requests, striving for zero error rate.
- Assist in special projects and strategic initiatives, as requested, including (i) streamlining delivery of data and client reporting; (ii) creating efficiencies while still maintaining a superior level of service to the investor.
- Operate in a dynamic, deadline-driven environment.
- Perform related duties as assigned.

### 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.
- Minimum of 2-5 year's professional experience working in an operationally driven environment.
- Financial industry/public accounting experience is strongly preferred.
- Knowledge of hedge funds, private equity, real estate, and/or infrastructure is preferred.
- A high attention to detail, including solid proofreading skills, is critical.
- Strong interpersonal skills with the ability to effectively communicate with peers and management.
- Proven track record of successfully managing complex projects from inception to completion.
- Demonstrated team player, with ability to fulfill responsibilities independently.
- Ability to multi-task, meet competing deadlines, and balance priorities.
- Technically proficient in Microsoft Excel and Word. Experience with Salesforce and Tableau is preferred.

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.

(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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**HOW TO APPLY**

Interested candidates should submit a letter of interest along with a resume to [careers@gcmllp.com](mailto:careers@gcmllp.com). Please reference **“Reporting Analyst, #101538”** in the subject line of the email.

**ABOUT THE FIRM**

GCM Grosvenor is a global alternative asset management firm with over \$55 billion AUM 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. The firm has core expertise in product and custom investment solutions. Its product solutions provide turn-key access to both diversified and specialized alternative investment portfolios. Its customized investment solutions give clients an active role in the development of their alternatives programs.

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. GCM Grosvenor serves a global client base of institutional and high net worth investors.

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

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