

July 9, 2019

Senior Administrative Associate

Department: **Investments**

Reports to: **Managing Director**

Location: **New York, NY**

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

SUMMARY

The individual in this position will provide executive level administrative support to Managing Directors, Executive Directors, Principals and other members of the Infrastructure Investments team. The individual in this position will support the team by providing superior client service to prospects, clients, partners, management, employees and guests of the firm, in person, via email or phone.

RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Manage the calendars of several individuals, schedule and organize complex activities such as meetings, conference calls, and travel itineraries (domestic and international).
- Monitor, update, and communicate last minute changes to schedule in a timely and organized manner.
- Coordinate Meeting Material requests with the Marketing Department to ensure manager(s) have all requested materials in advance of meetings.
 - Proactively “own” all logistics – on a real time basis – for client, prospect and consultant-meetings and maintain on-going contact with manager(s) to keep ahead of changes.
 - Manage final due date for materials considering all factors (location, printing, shipping, GCM attendee travel times, time zones, etc.) and immediately communicate changes.
 - Ensure materials are delivered to the meeting (distributing to attendees, shipping, setting up meeting room, etc.).
 - Communicate with other meeting attendees and/or assistants regarding meeting logistics.
- Handle confidential and non-routine information with extreme confidentiality and sensitivity.
- Review and analyze requests and inquiries and respond as appropriate.
- Prepare and submit expense reports in a timely manner.
- Work with members of the team on special and recurring projects.
- Utilize Microsoft Office products for planning, coordinating, communicating, and organizing activities.
- Answer phone calls and communicate messages in a timely manner.
- Run minimal personal errands, including but not limited to ordering and picking up lunches.
- Generate and compile weekly, monthly, and quarterly reports for internal and external distribution.
- Prepare managers for meetings by compiling reports and information from previous meetings.
- Provide administrative support including typing, copying, scanning, saving and filing correspondence.
- Monitor department activity and special events in order to proactively assume responsibility for these events resulting in efficiency and appropriate planning.
- Perform related duties as assigned.

(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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EDUCATION, SKILLS AND EXPERIENCE REQUIREMENTS

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

- Bachelor's degree or equivalent experience.
- 5-8 years of professional administrative assistant experience supporting multiple senior managers in a corporate setting demonstrating professionalism, integrity, confidentiality and decorum.
- Proven experience successfully managing complex calendars and travel itineraries; ability to modify schedules as needed in a professional and efficient manner.
- Experience supporting managers in remote locations a plus.
- Expert knowledge of Microsoft Office products, including proficiency in Excel, Word and PowerPoint.
- Experience with Concur, Salesforce, and Deal Cloud a plus.
- Proven ability to work in a fast paced environment with a high level of accuracy and attention to detail.
- Outstanding verbal and written communications skills.
- Demonstrated team player with ability to build and maintain outstanding relationships and to work both independently and within a team.
- Excellent time management skills with the ability to multi task, balance priorities, meet deadlines, and anticipate issues/problems.
- Consistent work ethic and dedication to follow tasks through to completion.
- Entrepreneurial approach to task management. Ability to take control and manage tasks independently; a self-starter, independent thinker with excellent judgment.
- Strong problem solving capabilities; demonstrates creative and innovative design, development and implementation of process improvements.
- Flexibility and adaptability to various changing working conditions based on priorities with willingness and ability to work overtime as requested.

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. Please reference **"Administrative Assistant, NY, # 101533"** in the subject line of the email.

ABOUT THE FIRM

GCM Grosvenor is a global alternative asset management firm with approximately \$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

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