

February 5, 2019

## Administrative Assistant

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Department: **Business Development**

Reports to: **Managing Director**

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Location: **Chicago, IL**

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

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### SUMMARY

The Administrative Assistant in this position will provide administrative support to several Managing Directors and Directors within our Business Development team. This position is an excellent opportunity for a hard-working individual who is a quick learner, detail-oriented, empathetic and tactful with high energy who is looking to add value. Strong organizational skills, superior written and verbal communication skills, ability to anticipate needs, work independently and prioritize workload are required. The Administrative Assistant will have regular interactions with current and prospective clients/consultants as well as senior leaders in the firm, which requires a high level of professionalism, positive “can do” attitude and discretion.

### RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Organize complex travel schedules with many moving parts. Plan and arrange extensive international and domestic travel, including, but not limited to preparing trip logistics, agendas, meeting materials and detailed itineraries, which may require making last minute changes that occur outside of standard working hours and communicating those changes in a timely and organized manner.
- Manage multiple complex and comprehensive calendars by utilizing judgment in the allocation of time between meetings and meeting logistics. Coordinate and schedule all appointments, which may include philanthropic and personal commitments, providing all pertinent details.
- Monitor department activity and special events in order to proactively assume responsibility for such events resulting in efficiency and appropriate planning.
- Track information for new and prospective clients in Salesforce, ensuring all communications are logged, information is accurate and documents are attached.
- Prepare and submit travel and expense reports in a timely manner utilizing Concur.
- Handle confidential and non-routine information, applying extreme confidentiality and sensitivity in the dissemination of this information.
- Work with members of Business Development, Marketing and other functional teams on special and recurring projects, including preparation of project management-related materials (e.g., to do lists, step plans, timelines, working group lists, etc.).
- Assist with the coordination of charitable requests and events.
- Provide administrative support including filing, copying, scanning, typing and mailing/couriering correspondence.
- Answer phone calls and communicate messages in a professional and timely manner.
- Provide assistance on personal matters, which may include running errands outside of the Firm.
- Provide back-up to the other administrative assistants as needed.
- 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 professional experience required.
- Minimum of three years' experience providing executive or senior management level administrative support in a corporate setting preferred. Previous experience in the financial services industry a plus.
- Proven experience successfully managing complex travel itineraries; ability to modify schedules if necessary in a professional and efficient manner.
- Expert knowledge of Microsoft Office products, with high proficiency in Excel, Word and PowerPoint. Salesforce experience highly desirable.
- Outstanding verbal and written communications skills.
- Demonstrated initiative and ability to work in a fast-paced, changing environment.
- High degree of integrity and the ability to recognize the requirements of confidentiality, professionalism and decorum.
- Proven ability to work both independently and within a team.
- Ability to build and maintain outstanding relationships; ability to build strong rapport with internal and external constituents.
- Outstanding organization, decision making and problem solving skills.
- Entrepreneurial approach to task management. Ability to take control and manage tasks independently to closure.
- Flexibility and adaptability to various changing working conditions based on priorities, including the ability to work during non-standard working hours as necessary.

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 "**Administrative Assistant (BD) #101455**" in the subject line of the email.

## ABOUT THE FIRM

GCM Grosvenor is a global alternative asset management firm with approximately \$50 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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