

June 17, 2019

## Administrative Assistant

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Department: **Grosvenor Holdings, LLC**

Reports to: **Chief Legal Officer**

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Location: **Chicago, IL**

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

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### SUMMARY

The Administrative Assistant will provide high level administrative support to several Grosvenor Holdings senior executives and members of their teams. 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, written and verbal communication skills, ability to anticipate needs, work independently and prioritize workload are required. The Administrative Assistant will have regular interactions with senior leaders in the firm, which requires a high level of professionalism, positive “can do” attitude and discretion. The candidate must be committed to providing support outside of core business hours and have the ability to anticipate the unexpected.

### RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Plan and arrange international and domestic travel, including, but not limited to preparing trip logistics, agendas, meeting materials, and detailed itineraries, which may require last minute changes that occur outside of standard working hours, and communicate those changes in a timely and organized manner.
- Manage complex and multiple calendars by utilizing judgment in the allocation of time between meetings and meeting logistics. Coordinate and schedule all appointments, which may require last minute changes, and communicate those changes in a timely and organized manner.
- Assist with the organization of longer term projects, including preparation of project management-related materials (e.g., to do lists, step plans, timelines, working group lists, etc.).
- Review and analyze requests and inquiries and disseminate, as appropriate.
- Provide administrative support including filing, copying, scanning, typing and mailing/couriering correspondence. Transcribe and organize meeting notes into a comprehensive document.
- Answer phone calls and communicate messages in a professional and timely manner.
- Prepare and/or coordinate payment of invoices and expense reports. Maintain, track, reconcile and/or submit expense reports, allocation of charges, and monthly credit card statements. Review travel & expense submissions for adherence to company policies.
- Handle confidential and non-routine information, applying extreme confidentiality and sensitivity in the dissemination of this information.
- Provide back-up to the other executive assistants as needed.
- 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 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.

(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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- High degree of integrity with the ability to recognize the requirements of confidentiality and professionalism.
- Expert knowledge of Microsoft Office products, including proficiency in Excel, Word and PowerPoint.
- Proven experience successfully managing complex travel itineraries and calendars; proactive approach to calendar management in a professional and efficient manner.
- Outstanding verbal and written communications skills.
- 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. Solid business acumen; experience applying compliance and related policies to executive's personal interests.
- Entrepreneurial approach to task management. Ability to take control and manage tasks independently to closure.
- Ability to manage a significant number of projects simultaneously, and ability to thrive in a dynamic and fast paced environment.
- Outstanding time management skills; ability to respond to challenging requests, handle tight deadlines and manage last minute requests.
- The ability to take initiative and manage tasks independently to closure.
- Attention to detail and concern for quality of final product (and ability to balance that concern with deadlines).
- Demonstrated team player and independent thinker.

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, #101526"** 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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