

March 26, 2019

## Administrative Assistant - Associate

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Department: **Private Equity**

Reports to: **Managing Director, Private Equity**

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Location: **London, UK**

Contact: **Human Resources**  
**([globalcareers@gcmlp.com](mailto:globalcareers@gcmlp.com))**

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### SUMMARY

The individual in this position will provide administrative support to Managing Directors, Executive Directors, Principals and other members of the Private Equity and Infrastructure investments groups. 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. In addition, the individual will also partner with the other Administrative Assistant in the location to support day-to-day operations related to facilities management and hospitality. The ideal candidate is highly organized, competent, diligent, and possesses the highest level of attention to detail along with a positive attitude.

### RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Schedule and organize complex activities such as meetings, conference calls, and travel itineraries that may have last minute changes that must be updated and communicated in a timely and organized manner.
- Coordinate and schedule appointments for several individuals, greet guests and provide other administrative support to the team as needed.
- 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.
- Manage production of hard copy materials for Private Equity and Infrastructure investments teams, including the printing, binding and delivery of presentations and requests for proposals (RFPs).
- Prepare managers for meetings by compiling reports and information from previous meetings.
- Answer phone calls and communicate messages in a timely manner.
- Prepare expense reports, receive appropriate sign-off and submit for processing.
- Provide support on special projects, such as ad-hoc events, conferences, or other projects as directed. Coordinate event logistics including managing RSVPs, budgets and guest lists.
- Partner with the other Administrative Assistant in the location on hospitality and facilities support for the office; act as a backup for the other Administrative Assistant to ensure proficient coverage of the whole team in the London office when required.

(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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- Assist in inventorying and ordering of office supplies, pantry supplies and general office health & safety improvement.
- Review all department billing and prepare invoices for approval.
- Assist with new hire onboarding, including office tour and issuing of building ID.
- Coordinate with the landlord with scheduling vendors and contractors for recurring maintenance appointments.
- Handle confidential and non-routine information, applying extreme confidentiality and sensitivity in the dissemination of this information.
- 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 required or equivalent work experience.
- Outstanding verbal and written communication skills. Fluency in English required.
- 5+ 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.
- 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.
- 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 [globalcareers@gcmlp.com](mailto:globalcareers@gcmlp.com). Please reference "**Administrative Assistant (UK) #101474**" 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

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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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