

May 10, 2018

Client Services Assistant Vice President

Department: **Client Services**

Reports to: **Vice President**

Location: **Chicago, IL or New York, NY**

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

SUMMARY

The Client Services Assistant Vice President 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 written and oral communication skills, the ability to work in a dynamic group environment and well-developed organizational skills.

RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Communicate with clients regarding a variety of topics, including investment performance, reporting and product terms.
- Prepare customized quarterly reports for clients.
- Prepare client presentations, deliverables and responses to ad hoc client requests/inquires.
- Provide analytical and research support to client and prospect coverage teams focused on specific segments of the market.
- Stay abreast of current trends, investment strategies and build a broad understanding of GCM's product offerings, investment process and philosophy.
- Manage and coordinate workflow and processes associated with client requests.
- Work with departments throughout the firm to prepare client deliverables.
- Assist with other projects related to providing exemplary client service.
- Operate in a deadline driven, constantly changing 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 4+ years of professional experience working in a client driven environment within the alternative investment space.
- Private equity or real estate/infrastructure experience is required.
- Strong communication skills and an eye for detail is critical.
- Strong organizational skills with high attention to detail.
- Strong interpersonal skills with the ability to effectively communicate with peers, senior management and clients.
- Proven track record of successfully managing complex projects from inception to completion.
- Ability to provide leadership and direction to accomplish tasks.
- Time management skills: ability to multi-task, meet deadlines and balance priorities.
- Demonstrated team player, independent thinker and idea generator.
- Financial reporting/accounting experience a plus.
- High energy level with flexibility to work long hours at times to accommodate special client needs.
- Ability to work independently with a positive attitude and a high level of discretion.
- Technically proficient in Microsoft Word, Excel and PowerPoint.
- Series licensing may be 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.

EQUAL OPPORTUNITY EMPLOYER M/F/D/V

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 “**Client Services AVP, #101350**” 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.gcmlp.com.