

December 2017

### Corporate Accounting Administrative Associate (Part-Time)

Department: <b>Corporate Finance</b>	Reports to: <b>Senior Vice President</b>
Location: <b>Chicago, IL</b>	Contact: <b>Human Resources (<a href="mailto:careers@gcmlp.com">careers@gcmlp.com</a>)</b>

#### SUMMARY

GCM Grosvenor's Corporate Finance team is generally responsible for the accounting and administration of the accounts managed by the firm. The Administrative Associate will support the team with administrative needs while gaining exposure to the financial aspects of the business. This part-time position (18-24 hrs/week) will start in winter 2017/2018.

#### RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Provide administrative support to department including copying, scanning, saving and filing documents. Create excel reports as needed.
- Handle confidential information, applying extreme confidentiality and sensitivity in the dissemination of this information. File financial documents and maintain filing system.
- Other projects as assigned.

#### EDUCATION, SKILLS AND EXPERIENCE REQUIREMENTS

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

- The ability to manage tasks independently to closure.
- Attention to detail and concern for quality and accuracy of final product (and ability to balance that concern with deadlines).
- The ability to articulate your thoughts in a clear and concise manner to co-workers through written correspondence and oral communication.
- High degree of integrity and the ability to recognize the requirements of confidentiality.
- Demonstrated team player, self-starter, and independent thinker.
- The ability to manage multiple tasks simultaneously in a cross functional team environment.
- Physical mobility and ability commensurate with filing, copying, scanning, and occasional relocation of lightweight boxes.

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 **"Corporate Accounting Administrative Associate, #101115"** in the subject line of the email.

(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**

**ABOUT THE FIRM**

GCM Grosvenor is one of the world's largest independent alternative asset management firms, with over \$45 billion in assets under management. The Firm's investment management and advisory services span public and private markets, focusing on hedge funds, private equity, infrastructure and real estate. GCM Grosvenor launched its first investment portfolio, a multi-manager portfolio of hedge funds, in 1971. The Firm's global client base includes public and private pensions, sovereign wealth entities, banks, corporations, insurance companies, charitable organizations, endowments and high net worth individuals.

For more information, visit [www.gcmgrosvenor.com](http://www.gcmgrosvenor.com)

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