

February 22, 2019

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

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Department: **Corporate Finance**

Reports to: **Vice President**

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Location: **Chicago, IL**

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

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#### 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 2019.

#### 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.
- Responsible for state and local tax filings.
- 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@gcmllp.com](mailto:careers@gcmllp.com). Please reference **"Corporate Accounting Administrative Associate, #101466"** 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.**

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**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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