

February 12, 2019

Investor Operations Reporting Associate

Department: **Investor Operations**

Reports to: **Vice President**

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

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

SUMMARY

The Investor Operations Reporting Associate 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 project management and communication skills, the ability to work in a dynamic group environment, well-developed organizational skills and solid data management capabilities.

RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Respond to client inquiries in a prompt manner, utilizing both oral and written communications.
- Ensure the completion and timely delivery of standard, customized and regulatory reporting.
- Manage and coordinate workflow and processes associated with client requests and deliverables.
- Identify and assist in identifying opportunities to improve process and automate certain manual functions
- Work with departments throughout the firm to prepare and or coordinate monthly/quarterly reoccurring deliverables.
- Manage the investor experience through our proprietary client web portal.
- Accurately complete and review data requests, striving for zero error rate.
- Operate in a deadline driven, constantly changing environment.
- Assist with ad hoc projects related to providing exemplary client service.
- Perform related duties as assigned.

EDUCATION, SKILLS AND EXPERIENCE REQUIREMENTS

Financial industry/public accounting experience is strongly preferred. Knowledge of hedge funds, private equity, real estate, and/or infrastructure is preferred. An eye for detail, including solid proofreading skills, is critical. The ideal experience and critical competencies for the role include the following:

- Bachelor's Degree with a proven record of academic success.
- Minimum of 2-3 year's professional experience working in an operationally driven environment.
- Ideal background would be in financial reporting/accounting or working in a financial services IT department as a product analyst and or business analyst.
- Strong communication and organizational skills with high attention to detail.
- Strong interpersonal skills with the ability to effectively communicate with peers and senior management.
- Proven track record of successfully managing complex projects from inception to completion.
- Demonstrated team player, independent thinker and idea generator.
- Time management skills: ability to multi-task, meet deadlines, and balance priorities.
- Ability to work independently with a positive attitude and a high level of discretion.
- Technically proficient in Microsoft Word and Excel. Experience with Salesforce and Tableau is encouraged.

(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 “**Reporting Associate, #101397**” 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.

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