

December 5, 2017

## **Client Services – Investor Relations Onboarding Associate**

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Department: **Client Services – Investor Relations**      Reports to: **Vice President**

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Location: **Chicago, IL**      Contact: **Human Resources (careers@gcmlp.com)**

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### **SUMMARY**

As an Associate on the Onboarding team, the individual in this role will be responsible for working with clients, consultants and third parties to confirm they are accurately completing subscriptions documents, meeting wire deadlines and properly documenting other client transactions while performing a superior level of client service. This role requires strong project management and effective communication skills, the ability to work in a dynamic group environment and strong organizational skills.

The role provides a close-up view of all aspects of the client life cycle and is an important area to showcase potential. The individual in this role must be a thinker and innovator who can collaborate with others to help solidify and enhance the client experience.

### **RESPONSIBILITIES**

The individual will be involved in the following critical activities:

- Work directly with the client and any third parties to ensure subscription materials are completed by the deadlines provided.
- Provide client service (information requests, acknowledgement and performance reporting issues) via e-mail and telephone as well as written communications to our clients and investors.
- Manage and coordinate workflow and process associated with subscription and redemption activity.
- Coordinate client deliverables with all departments throughout the firm.
- Operate in a deadline driven, constantly changing environment.
- Work closely with Business Development, Investments, Legal and Client Service groups to confirm timely asset flows.
- 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. Finance degree preferred.
- Minimum of 2+ years of professional experience working in a similar investor relations/accounting role in a client-driven environment within the alternative investment space.
- Ability to plan and organize tasks, research and operate independently and manage shared resources efficiently within a fast-paced environment.
- Strong analytical, written and verbal skills.
- Strong organization skills with acute attention to detail.
- Proven track record to successfully manage complex projects from inception to completion.
- Ability to provide leadership and direction to accomplish tasks.
- Demonstrated team player, self-starter and independent thinker.
- High energy level with flexibility to work long hours at times to accommodate special client needs.
- Time management skills with the ability to multi-task, work under tight deadlines and balance priorities.

(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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- Strong interpersonal skills with the ability to effectively communicate with peers, senior management and clients.
- Ability to work independently with a positive attitude and a high level of discretion.
- Technically proficient in Microsoft Word, Excel, PowerPoint and Salesforce.com.
- Series licensing may be required.

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 **“Onboarding Associate, 101237”** 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](http://www.gcmgrosvenor.com).

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