

December 13, 2017

Office Services – Associate (Reception and Hospitality)

Department: **Offices Services**

Reports to: **Assistant Vice President**

Location: **New York, NY**

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

SUMMARY

As a member of the New York Office Services team, the Office Services Associate will have responsibilities in overseeing the Firm's hospitality services, providing administrative support at the reception desk and assisting in related facilities functions. This role requires strong project management and effective communication skills, the ability to work in a dynamic group environment and strong organizational skills. The core hours for this role are 9:00 a.m. to 6:00 p.m.

RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Place catering orders for in-house meetings/office events with approved vendors and source new restaurants and caterers as needed.
- Create daily schedule of meetings requiring hospitality support.
- Provide back-up to hospitality services with office meeting catering, including scheduling, set up and break down.
- Perform a daily check of the conference rooms for cleanliness, supplies and IT equipment/wire management.
- Greet, welcome and announce guests appropriately; direct them to assigned conference rooms if needed.
- Back up receptionist by answering main reception phone and handling calls with appropriate care.
- Work with other receptionist to schedule conference rooms for large volume of meeting requests submitted to general Office Services mailbox.
- Coordinate with receptionist and mailroom staff for breaks, lunches and time off to ensure coverage.
- Assist in inventorying and ordering of pantry supplies.
- Review all department billing and prepare invoices for Office Manager approval.
- Assist with new hire onboarding with Office Services team, including office tour and issuing of building ID.
- Assist Office Manager with scheduling vendors and contractors for recurring maintenance appointments.
- Assist Office Manager with ad hoc projects, including facility improvements, vendor recruitment, special events.
- Follow all safety, cleaning and sanitation policies when handling food and beverage.
- Consistently offer a professional, friendly greeting and engaging service at reception desk while liaising with employees, visitors, and clients.
- Perform related duties as assigned.

(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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EDUCATION, SKILLS AND EXPERIENCE REQUIREMENTS

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

- Bachelor's degree required or equivalent work experience.
- Minimum 2 years related professional experience interacting with executive and senior management.
- Ability to pass necessary sanitation certification requirements within three months of assuming the position.
- Business professional attire is required.
- Proficient knowledge of Microsoft Office Suite.
- Outstanding verbal and written communications skills.
- High degree of integrity and the ability to recognize the requirements of confidentiality.
- Demonstrated initiative and ability to work in a fast paced, changing environment.
- Proven ability to work both independently and within a team.
- Proven experience successfully managing multiple priorities with competing deadlines in a professional and efficient manner.
- Outstanding organization, decision making and problem solving skills.
- Ability to take control and manage tasks independently to closure.
- Flexibility and adaptability to various changing working conditions based on priorities.
- Some standing and walking throughout shift.
- Occasional lifting and carrying up to 20 lbs.

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@gcmpl.com. Please reference **"Office Services Associate, 101241"** 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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