

May, 17 2018

## **Portfolio Management Operations (PMO) Assistant Vice President**

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Department: **Finance – PMO**

Reports to: **Sr. Vice President**

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Location: **New York, NY**

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

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### **SUMMARY**

As a member of the Portfolio Management Operations team within Grosvenor’s Finance Department, the Assistant Vice President will focus on the operational aspects of the investment process and will be involved with most of the investments that the Private Equity, Infrastructure, and Real Estate business executes.

The function requires collaboration with our Investment professionals and has a high level of exposure to professionals in various other departments (Fund Finance, Investment Operations, Legal, Compliance and Marketing) across all levels, including senior-level professionals. The role operates in a fast-paced, dynamic, deadline-driven environment, so the ideal candidate must be a well-organized, analytical, and thoughtful team player who operates well under pressure and has excellent communication skills.

### **RESPONSIBILITIES**

The individual will be involved in the following critical activities:

- Work alongside the Investment, Legal and Investment Operations teams to prepare and review documentation related to investment allocations prepared by associate team members.
- Partner with the Investment and Legal teams to construct investment guidelines for each portfolio and test them against each portfolios’ proposed investments to ensure compliance.
- Ensure that the investment-related decisions are implemented appropriately and work alongside the Fund Finance team to ensure that the books and records appropriately reflect investments executed.
- Compile and/or review information from the Investment team for submission to the Investment Committee and maintain Investment Committee voting records, meeting minutes and other investment-related information (i.e., documentation, qualitative characteristics, etc.).
- Review and/or compile information in response to various internal and external requests for information.
- Assign work projects to staff and provide direction to improve methods and productivity.
- Prepare and update documentation regarding the team’s various policies and procedures and monitor and ensure compliance therewith.
- Prepare and/or review ad-hoc reporting and analysis.
- Routinely handle confidential information and apply strict confidentiality and sensitivity in the dissemination of this information.
- Perform additional related preparatory and supervisory duties as required.

### **GENERAL EDUCATION, SKILLS OR EXPERIENCE REQUIREMENTS**

The individual in this position should have experience working in the financial industry. The ideal experience and critical competencies for the role include the following:

(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**

- A Bachelor's Degree in Finance, Economics, Accounting or another business-related related degree with outstanding academic credentials is required.
- 4 - 5 years of experience in a Finance oriented role such as public accounting, investment operations and/or fund finance required. Experience in and knowledge of the private equity industry is preferred.
- Intermediate to Advanced Microsoft Excel skills is required. Strong Microsoft Word and PowerPoint skills are ideal.
- Exceptional written and verbal communication skills. The ability to articulate thoughts in a clear and concise manner to professionals at all levels in the firm through written correspondence, presentations and in meetings.
- Experience with Investran is preferred.
- Ability to meet deadlines and work well under pressure in a fast-paced, dynamic environment.
- Superior organization, critical thinking and problem solving skills with the demonstrated initiative and ability to manage tasks and projects from start to finish.
- Proven ability to work both independently and within a team.
- Flexibility and adaptability to handle changing priorities pertaining to work flow.
- Strong attention to detail and concern for the quality and accuracy of final work products.
- Excellent work ethic, a high degree of professionalism and a commitment to a team and goal-oriented environment.
- Team player, self-starter, and independent thinker.
- Flexible schedule which allows for certain late nights depending upon work load.
- Highest degree of integrity and ability to maintain confidential information.

In terms of cultural fit, the successful candidate will be self-motivated and energized by working amongst a group of thoughtful, smart, fast-paced and successful colleagues. He or she will enjoy being a part of an organization focused on excellence and will be a naturally collaborative individual 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 take initiative with discretion and judgment.

Interested candidates should submit a letter of interest along with a resume to [careers@gcmllp.com](mailto:careers@gcmllp.com). Please reference “**PMO AVP, #101355**” 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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