

January 18, 2018

Talent Acquisition Associate

Department: **Human Resources**

Reports to: **Vice President(s)**

Location: **New York, NY**

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

SUMMARY

The Talent Acquisition Associate will provide professional recruiting support to GCM Grosvenor. The individual in this position needs to be client facing, results oriented, and focused on meeting deadlines in a challenging, fast-paced environment.

RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Partner with recruiting team and departments to provide full life-cycle recruiting support including the following: sourcing; screening resumes; interviewing; and extending offers.
- Schedule candidate interviews and serve as point of contact for candidates and internal staff during the interview process.
- Provide direct sourcing support to broader Talent Acquisition team. Leverage technology and networking tools to identify and attract passive candidates to various opportunities across the Firm.
- Coordinate travel details, scheduling and logistics for candidate interviews.
- Support the offer process including background verification, pre-employment screens (including references), and processing new hire packages.
- Coordinate the onboarding and training program for New York Investments hires.
- Support the summer internship program for the New York location including scheduling virtual campus interviews; planning the summer training and events calendar.
- Ensure the applicant tracking is updated; generate reports as requested.
- Assist with the daily operations of the HR Department as required. Serve as backup support for the Employee Relations function in the New York location.
- 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 required with proven academic success.
- 3 - 5 years professional recruiting experience in a professional setting; investment management or financial services industry preferred.
- At least 2 years of direct sourcing experience leveraging various tools and resources such as LinkedIn, associations, networking, etc. required.
- Proficiency in Microsoft Office products, including Word and Excel.
- Outstanding verbal and written communications skills.
- Exceptional interpersonal skills, judgement, professionalism and maturity; demonstrated ability to manage senior and highly demanding stakeholders.
- Demonstrated initiative and ability to work in a fast paced, changing environment.
- High degree of integrity and the ability to recognize the requirements of confidentiality.

(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

- Outstanding organization, decision making and problem solving skills.
- Entrepreneurial approach to task management. Ability to take control and manage tasks independently to closure.
- Ability to provide recruiting support and occasionally attend events during off-hours.

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. Please reference **“Talent Acquisition Associate, #101231”** in the subject line of the email.

ABOUT THE FIRM

GCM Grosvenor is a global alternative asset management firm with approximately \$50 billion invested 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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