

June 4, 2018

Vice President, Office Services

Department: **Office Services**

Reports to: **Managing Director**

Location: **Chicago, IL**

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

SUMMARY

The Office Services Vice President will oversee the global facilities and office service functions for 7 offices and 8 office spaces. The individual in this position must be an energetic professional who has the ability to wear multiple hats, with experience in handling a wide range of facility and hospitality related tasks and possess a passion for providing exceptional client service. It is necessary to have strong organization and prioritization skills, exceptional communication skills, project management skills, and experience working with all functional groups. This position will be based in our Chicago, IL office; however, this role will require someone who has the flexibility to travel to both domestic and international office locations.

RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Manage multiple highly efficient office environments through the identification and implementation of technology and ergonomic systems to ensure that the security, furniture and environment are maintained at the highest level of quality and cost effectiveness.
- Manage Office Services personnel in Facilities, Hospitality, Front Desk and Mailroom in all domestic and international offices with the support of locally based Chicago and New York Assistant Vice Presidents.
- Provide partners, management, employees, prospects, clients and guests of the Firm with the office products, supplies, equipment, technology and other facilities required to conduct business.
- Support the Firm by managing the office services function in the areas of equipment, space planning, furniture, project management, hospitality, event planning and cost containment while maintaining an exceptional level of customer service.
- Act as project manager for any major reconfiguration, build-out, relocation or any redesign of the present office structure or any individuals affected by these changes.
 - Coordinate space design, construction and move planning, as needed for Chicago and remote offices. This includes meeting with architects, contractors, moving companies and miscellaneous vendors.
 - Manage budgets and schedules within predetermined timeframes.
 - Prepare cost benefits analyses for possible relocation or build-out of present real estate.
 - Participate in office lease negotiations.
- **Oversee Facilities Management, Operations and Hospitality:**
 - Administer all OS related contracts and vendor Certificates of Insurance. This includes a master schedule with reminders for renewing or terminating contracts.
 - Maintain relationships with contractors, vendors and suppliers. Source new vendors, suppliers, etc. as appropriate.
 - Act as a liaison with building management for lease negotiations, repair and housekeeping issues and building security issues.
 - Manage the requirements of the Firm for office equipment, supplies, stationery, furniture procurement and security access maintenance.

(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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- Design and implement office policies by establishing standards and procedures; measure results against standards; make necessary adjustments.
 - Maintain office staff job results by coaching, counseling, and disciplining employees; planning, monitoring and appraising job results.
 - Manage the purchasing, invoice approval, equipment leasing and budget expense control.
 - Develop and implement OSHA compliance office safety and evacuation procedures. Oversee building requirements for emergency response teams and fire wardens.
 - Act as a member on the Firm's Incident Response Team.
 - Manage the implementation of eco-friendly initiatives.
 - Oversee a maintenance schedule for furniture, floors, carpets, etc.
 - Oversee procedures for secure record management and on-site shredding.
 - Manage the corporate intranet site with floor plans, emergency procedures and other OS department information.
 - Oversee the New York and Chicago Business Continuity Plans, including scheduling a quarterly team review meeting.
 - Establish a furniture inventory system and administer the office, furniture and file key inventory.
 - Participate in the new hire onboarding process.
 - Oversee the Hospitality function including onsite conferences, meetings and employee special events.
- 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 or equivalent professional level experience in facilities management.
- 7-10+ years' experience in a professional services environment with a focus on facilities management.
- Experience with office moves and build-outs.
- Solid negotiating and problem solving skills.
- High attention to detail and strong organization skills.
- Demonstrated flexibility and multi-task oriented.
- Demonstrated project management experience
- Excellent knowledge of Excel, Word and PowerPoint. Working knowledge of Auto Cad software program is also helpful.
- Ability to plan and organize tasks, research and operate independently.
- Experience in training, supervising and/or mentoring others is required.
- Strong verbal and written communication, teamwork, and relationship management skills.
- Dedicated work ethic and commitment to team and goal-oriented environment
- Demonstrated initiative and ability to work in a fast-paced, changing environment.
- High degree of integrity with the ability to maintain confidentiality.
- Flexibility and adaptability to various changing working conditions based on the priorities of senior management.
- Ability to balance multiple concurrent projects.
- Desire to work in dynamic, entrepreneurial organization.
- Ability and desire to travel to domestic and international offices as 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.

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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 “**VP, Office Services 101362**” 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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