

November 30, 2016

## Administrative Associate

Department: <b>Private Markets</b>	Reports to: <b>Managing Director(s)</b>
Location: <b>New York, NY</b>	Contact: <b>Human Resources (careers@gcmlp.com)</b>

### SUMMARY

The individual in this position will provide executive level administrative support to Managing Directors, Senior Vice Presidents, Vice Presidents and other members of the Private Markets group. The individual in this position will support the team by providing superior client service to prospects, clients, partners, management, employees and guests of the firm, in person, via email or phone.

### RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Manage the calendars of several individuals and schedule and organize complex activities such as meetings, conference calls, and travel itineraries that may have last minute changes that must be updated and communicated in a timely and organized manner.
- Coordinate Meeting Material requests with the Marketing Department to ensure manager(s) have the requested materials in advance of the meetings, including creating and updating calendar invites, following up on changes and shipping of requested materials.
  - Proactively “own” all logistics – on a real time basis – for client, prospect and consultant meetings and maintain on-going contact with manager(s) to keep ahead of changes.
  - Manage final due date for materials considering all factors (location, printing, shipping, GCM attendee travel times, time zones, etc.) and immediately communicate changes.
  - Ensure materials are delivered to the meeting (distributing to attendees, shipping, setting up meeting room, etc.).
  - Communicate with other meeting attendees and/or assistants regarding meeting logistics.
- Handle confidential and non-routine information, applying extreme confidentiality and sensitivity in the dissemination of this information.
- Review and analyze requests and inquiries and disseminate as appropriate.
- Prepare and submit expense reports in a timely manner.
- Work with members of the team on special and recurring projects and provide administrative support, which may include the use of the Microsoft office products for planning, coordinating, disseminating information, and organizing activities, including travel schedules and meetings.
- Answer phone calls and communicate messages in a timely manner.
- Run personal errands, including but not limited to ordering and picking up lunches.
- Generate and compile weekly, monthly, and quarterly reports for internal and external distribution.
- Perform other ad-hoc administrative tasks as determined by the team.
- Prepare managers for meetings by compiling reports and information from previous meetings
  - Provide administrative support including typing, copying, scanning, saving and filing correspondence.
  - Monitor department activity and special events in order to proactively assume responsibility for these events resulting in efficiency and appropriate planning.
  - 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 or equivalent experience.
- 2-5 years of professional administrative assistant experience supporting multiple senior managers in a corporate setting demonstrating professionalism, integrity, confidentiality and decorum.
- Proven experience successfully managing complex travel itineraries; ability to modify schedules if necessary in a professional and efficient manner.
- Proven experience successfully managing calendars; ability to modify meetings if necessary in a professional and efficient manner.
- Expert knowledge of Microsoft Office products, including proficiency in Excel, Word and PowerPoint.
- Experience with Concur a plus.
- Proven ability to work in a fast paced environment with a high level of accuracy, and attention to detail.
- Outstanding verbal and written communications skills.
- Ability to build and maintain outstanding relationships with a proven ability to work both independently and within a team.
- Time management skills with the ability to multi task, anticipate issues/problems, consistently follow-through to manage assigned work to completion, meet deadlines and balance priorities with 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 balance the personal assistance a manager may need and accomplish any related tasks while maintaining the specific job related duties.
- Demonstrated team player with ability to work independently within a team; self-starter; independent thinker; excellent judgment.
- Strong problem solving capabilities; demonstrates creative and innovative design, development and implementation of process improvements.
- Flexibility and adaptability to various changing working conditions based on priorities with willingness and ability to work overtime as requested.

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 **"Administrative Associate, NY, #101083"** in the subject line of the email.

## ABOUT THE FIRM

GCM Grosvenor is one of the world's largest independent alternative asset management firms, with over \$45 billion in assets under management. The Firm's investment management and advisory services span public and private markets, focusing on hedge funds, private equity, infrastructure and real estate. GCM Grosvenor launched its first investment portfolio, a multi-manager portfolio of hedge funds, in 1971. The Firm's global client base includes public and private pensions, sovereign wealth entities, banks, corporations, insurance companies, charitable organizations, endowments and high net worth individuals. For more information, visit [www.gcmlp.com](http://www.gcmlp.com).

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