

September 28, 2017

## Client Services - Investor Relations Client Coverage Analyst

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Department: **Client Services—Investor Relations** Reports to: **Vice President**

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Location: **Chicago, IL or New York, NY** Contact: **Human Resources (careers@gcmlp.com)**

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### SUMMARY

The Client Services--Investor Relations/Client Coverage Analyst will be part of a team that provides a superior level of service to our clients through various forms of communication. This role requires strong project management and communication skills, the ability to work in a dynamic group environment, well-developed organizational skills and solid data management capabilities.

### RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Respond to client inquiries in a prompt manner, utilizing both oral and written communications.
- Manage and coordinate workflow and processes associated with client requests, capital calls, distributions, deliverables and presentations.
- Work with departments throughout the firm to prepare monthly reoccurring deliverables.
- Complete data requests with a low error rate.
- Operate in a deadline driven, constantly changing environment.
- Assist with ad hoc projects related to providing exemplary client service.
- 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 with a proven record of academic success.
- Minimum of 1-2 year's professional experience working in a client driven environment.
- Financial industry experience is required. Knowledge of hedge funds, private equity, real estate, and/or infrastructure is strongly preferred.
- An eye for detail, including solid proofreading skills, is critical.
- Strong organization skills with high attention to detail.
- Proven track record of successfully managing complex projects from inception to completion.
- Ability to provide leadership and direction to accomplish tasks.
- Demonstrated team player, independent thinker and idea generator.
- High energy level with flexibility to work long hours at times to accommodate special client needs.
- Time management skills: ability to multi-task, meet deadlines, and balance priorities.
- Ability to work independently with a positive attitude and a high level of discretion.
- Technically proficient in Microsoft Word, Excel and PowerPoint. Experience with Salesforce and Tableau is encouraged.
- Series licensing may be 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. Additionally, he or she will be a strong team player with a proactive approach and the ability to exercise discretion and judgment.

(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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#### 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 “**Client Coverage Analyst, #101217**” 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.gcmlp.com](http://www.gcmlp.com).

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