

June 1, 2017

### **Administrative Assistant, Legal**

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Department: **Legal/Compliance -- Legal**

Reports to: **Managing Director**

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Location: **Chicago, IL**

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

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#### **SUMMARY**

The individual in this position will report to the Firm's General Counsel and provide support to members of the Legal Department. The ideal candidate is highly organized, competent, diligent, and possesses the highest level of attention to detail with a positive "can do" attitude.

#### **RESPONSIBILITIES**

The individual will be involved in the following critical activities:

- Organize all open legal matters, including "triage" of all new legal review requests and monitoring status of all open review requests to ensure timely response by legal team.
- Oversee filing system, maintaining proper electronic and hard copy organization and orderliness, completeness and regulatory compliance
- Assist team members with organization of longer term projects, including preparation of project management-related materials (e.g., to do lists, step plans, timelines, working group lists, etc.).
- Schedule and organize meetings, conference calls, travel itineraries and team events. Must have the flexibility to make last minute changes and communicate those changes in an organized manner.
- Handle confidential and non-routine information, applying extreme confidentiality and sensitivity in the dissemination of this information.
- Assist in processing outside legal bills to ensure timely approval and routing for payment.
- Provide administrative support including extensive management of calendars, copying, scanning, typing and arranging FedEx and courier services.
- Prepare and submit travel and expense reports in a timely manner utilizing Concur.
- Work with members of Business Development, Client Services, and other GCM functional teams on special and recurring projects, including managing daily correspondence across all levels and departments
- Provide assistance on limited personal matters.
- Provide back-up support to members of the Legal team as needed.
- Answer phone calls and communicate messages in a professional and timely manner.
- 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 experience required.
- Two to five years of professional experience providing executive level administrative support in a corporate setting preferred; experience in financial services or a legal setting a plus.
- Advanced knowledge of Microsoft Outlook required as well as proficiency in Word and PowerPoint.
- Proficiency with Microsoft excel, particularly to use to organize information.
- Ability to follow-up verbally and in writing with employees, including senior members of the firm, with respect to legal responsibilities.

(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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- Proven experience successfully managing complex travel itineraries; ability to modify schedules if necessary in a professional and efficient yet assertive manner.
- Outstanding organization skills are a must.
- Ability to produce quality work often under tight deadlines; able to balance multiple concurrent projects.
- Ability to interpret and apply compliance and related policies.
- Demonstrated initiative; ability to work independently and within a team in a fast-paced, changing environment.
- High degree of integrity and the ability to recognize the requirements of confidentiality.
- Outgoing personality with the ability to build and maintain strong relationships.
- Outstanding verbal and written communications skills.
- Dedicated work ethic and commitment to team and goal-oriented environment.
- Outstanding organization, decision making and problem solving skills.
- Flexibility and adaptability to various changing working conditions based on the priorities of senior management.
- Desire to work in dynamic, entrepreneurial organization.
- Entrepreneurial approach to task management. Ability to take control and manage tasks independently to closure.
- Knowledge of the hedge fund industry and investment terminology would be valued.

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 Assistant, Legal, #101180”** 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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