

March 27, 2017

## Paralegal

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Department: <b>Legal</b>	Reports to: <b>Vice President(s)</b>
Location: <b>Chicago, IL</b>	Contact: <b>Human Resources (careers@gcmlp.com)</b>

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### SUMMARY

As a member of the Legal department, the individual in this position will work closely with GCM Grosvenor's Legal team and other departments. The ideal candidate is highly organized, competent, diligent, and possesses the highest level of attention to detail along with a positive attitude.

### RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Provide legal support to corporate, transactional, fund formation, structuring and diligence, and investment advisory attorneys (approximately 10 attorney department).
- Under the supervision of an attorney, review, draft, edit, proofread, conform and otherwise assist in the preparation of legal documents (e.g., advisory agreements, transfer agreements, commitment letters, letters of intent, etc.) and regulatory filings.
- Organize and maintain relevant legal documentation and data in document management system and other electronic databases.
- Assist with execution and closing of private equity, real estate, infrastructure, hedge fund and other transactions.
- Assist with investment fund formation and other fund governance matters.
- Assist in preparing materials and minutes for investment fund board meetings.
- Support, manage and/or act as Legal Department point-person for special projects.
- Develop and manage Legal Department forms, templates, databases and processes.
- Provide general legal support on routine and ad hoc matters.

### EDUCATION, SKILLS AND EXPERIENCE REQUIREMENTS

The ideal experience and critical competencies for the role include the following:

- Bachelor's degree required or equivalent work experience.
- 3 - 5 years' experience as a corporate paralegal in large law firm and/or in-house settings supporting either corporate transactions or fund formation lawyers required.
- Excellent project management skills, including the ability to prioritize and manage multiple projects simultaneously, with last minute requests often under tight deadlines.
- Experience using electronic signature solutions.
- Proven ability to work in a fast-paced environment with a high level of accuracy, attention to detail and strong analytical skills.
- Outstanding verbal and written communication skills.
- Superior organization, decision making and problem solving skills
- High degree of integrity and the ability to recognize the requirements of confidentiality.
- Ability to work both independently and within a team. Demonstrated ability to develop and maintain strong relationships.
- Flexibility and adaptability to various changing working conditions based on priorities.

(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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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 “**Legal Assistant #101120**” in the subject line of the email.

#### ABOUT THE FIRM

GCM Grosvenor is one of the world’s largest 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 fund strategies, private equity, infrastructure and real estate. 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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