

June 26, 2017

Associate – Trade Management

Department: **Finance – Investment
Implementation**

Reports to: **Senior Vice President**

Location: **Chicago, IL**

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

SUMMARY

As a member of the Investment Implementation team within GCM's Finance Department, the Associate will conduct day-to-day investment operations-related responsibilities for the Grosvenor funds with a focus on execution and settlement of hedge fund and private equity fund investments. The Associate will liaise with numerous internal departments, including Investments, Portfolio Management, Legal, Fund Finance and Client Services to coordinate the relevant investment operations functions.

RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Ensure that the investment-related decisions of GCM's Portfolio Managers, Investment Committees and Operations Committee are executed appropriately by implementing subscriptions, redemptions and transfers of interests among underlying hedge funds and private equity funds.
- Draft, review and disseminate applicable trade instructions for hedge fund and private equity investments, including subscription agreements, redemption notices, transfer agreements and letters of direction.
- Liaise with external investment managers and administrators regarding investment decisions and respond to inquiries from such investment managers and administrators.
- Aid in the drafting and negotiation of side letters and transaction terms with external investment managers.
- Assist with GCM fund launches and restructurings by analyzing the GCM fund's governing documents, abstracting the key provisions of the documentation into GCM's databases, coordinating with any third party service providers, and working with external investment managers to execute transactions as necessary.
- Interface directly with external clients by preparing and reviewing client reports and communications and implementing customized client requirements.
- Represent the Investment Operations team in working groups and attend meetings and participate on conference calls as required.
- Review key provisions of underlying hedge fund and private equity documentation that have been abstracted into GCM's databases in order to aid in investment decision making.
- Review and analyze governing documentation for underlying hedge fund and private equity investments in order to understand the terms and conditions of the GCM fund investment, including in the areas of subscribing to and redeeming from the underlying fund (where applicable).
- Monitor and ensure proper data integrity and analysis of underlying hedge fund liquidity.
- Monitor and ensure compliance with internal trading policies and procedures.
- Design and implement control techniques including liaison with systems staff to develop and implement automated solutions.
- Participate in and lead special and recurring projects and report results to senior management.

(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.

EQUAL OPPORTUNITY EMPLOYER M/F/D/V

- Perform additional related duties as assigned.

EDUCATION, SKILLS AND EXPERIENCE REQUIREMENTS

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

- BA/BS with outstanding academic credentials.
- 0 to 3 years of business experience in the financial industry. A prior focus in the asset management segment of the financial services industry is preferable.
- Proven ability to design and implement new processes and lead team-oriented projects.
- Strong attention to detail and concern for quality and accuracy of final product.
- Ability to multi-task and prioritize work in a fast paced, changing environment and to balance multiple concurrent projects.
- Excellent work ethic and high degree of professionalism and commitment to team and a goal-oriented environment.
- Outstanding verbal and written communication skills. Ability to communicate effectively with external clients.
- Superior organization, decision making and problem solving skills with the demonstrated initiative and ability to manage tasks and projects independently from start to finish.
- Flexibility and adaptability to handle changing priorities pertaining to work flow.
- Strong interest in furthering technological initiatives to streamline processes
- Proven ability to work both independently and within a team.
- Strong analytical abilities.
- Highest degree of integrity and ability to maintain confidential information.
- Proficient in Adobe Acrobat and Microsoft Office Suite (including Outlook, Excel, Word and PowerPoint). Experience with SharePoint a plus.
- Desire to work in dynamic, entrepreneurial organization.

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. Please reference **“Trade Management Associate #101188”** in the subject line of the email.

ABOUT THE FIRM

GCM Grosvenor is a global alternative asset management firm with approximately \$50 billion invested 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.

(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.

EQUAL OPPORTUNITY EMPLOYER M/F/D/V