

Investor Support Associate

December 22, 2016

Department: **Client Services—Investor Relations**

Reports to: **Vice President**

Location: **New York, NY**

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

SUMMARY

As a member of the Investor Relations team, the individual in this position will be responsible for supporting the team in providing client information and materials.

RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Track and update Investor Relations reports, Excel spreadsheets and client presentations.
- Provide support to the team on special projects, analysis and presentations.
- Create, edit and format Excel spreadsheets, Word documents and PowerPoint presentations for internal and external use.
- Update and design PowerPoint slides, including both tables and graphs, for a given set of information/data.
- Use several functions to evaluate Excel data such as “sumifs,” “vlookups” and pivot tables.
- Obtain information, then compile and produce reports and PowerPoint presentations.
- Manage and prepare materials for internal and external client meetings.
- Input data into various reports, spreadsheets and presentations.
- 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 two years of related experience.
- Detail oriented self-starter with the ability to manage own work without being told.
- Experience successfully managing multiple priorities with competing deadlines in a professional and efficient manner.
- Expert knowledge of Microsoft Office Suite with a focus in PowerPoint.
- Superior verbal and written communications skills.
- Outstanding organization, decision making and problem solving skills.
- Demonstrated initiative and ability to work in a fast paced, changing environment.
- High degree of integrity and the ability to recognize the requirements of confidentiality.
- Proven ability to work both independently and within a team.
- Entrepreneurial approach to task management. Ability to take control and manage tasks independently to closure.
- Flexibility and adaptability to various changing working conditions based on priorities.

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.

(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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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 **"Investor Support Associate #101040"** in the subject line of the email.

ABOUT THE FIRM

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