



Guiding Portfolio Strategies

McDONNELL INVESTMENT

MANAGEMENT, LLC

Position: Information Technology Support Specialist

Description: McDonnell Investment Management, LLC is a registered investment adviser located in Oak Brook, Illinois. Our core business includes separate account management for corporations, retirement plans, municipalities, hospitals, endowments, foundations, insurance companies, private clients and mutual funds. McDonnell Investment Management, LLC is comprised of professionals dedicated to the highest standard of client service.

We have an opportunity for an Information Technology Support Specialist who is highly motivated and enjoys working in a team environment. This position will report to the Manager of Information Technology – Infrastructure & Support and will perform a variety technical support for Windows PC/Server environment. Specific responsibilities include:

- Help desk phone and email support
- Active directory account management, inventory management, software installation and documentation
- PC hardware and network troubleshooting and repair
- Log all IT support interactions
- Able to identify and escalate problems when further assistance is required
- Excellent oral and written communication

Qualifications: Bachelor's degree with a concentration in information technology, business or finance preferred with 0-2 years of experience. Working knowledge of Microsoft Operating Systems, Microsoft Office and Active directory required. Candidate must have the ability to multitask in a fast-paced Financial Firm environment and be able to communicate effectively. Candidate must be detail oriented and be a strategic thinker with strong organizational and problem solving skills as well as a team player. Non-business hours support work will be required.

Compensation / Benefits: McDonnell Investment Management, LLC is an equal opportunity employer offering a friendly, professional environment with business casual dress. We offer a competitive compensation package (including salary and discretionary bonus), with comprehensive benefits including medical, dental, life insurance and participation in the company's 401(k) plan. If you are looking for an opportunity to contribute to a dynamic team and work in an entrepreneurial environment, send your resume and salary requirements to us by fax at 630-368-3977 or email to eckerte@mcdmgmt.com, or mail your resume to:

McDONNELL INVESTMENT MANAGEMENT, LLC
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