

11718 Bowman Green Drive, #200, Reston, VA 20190 | www.avyance.com

JOB DESCRIPTION: MANAGEMENT CONSULTANT, DATA ANALYST, LEVEL 2

Avyance is a management consulting firm looking for a Senior Consultant / Data Analyst to join our growing team. We work with Federal government, commercial, and non-profit organizations to tackle their toughest challenges. We are looking for someone who thrives in a collaborative environment and embraces a dynamic workplace to support our clients.

Upon joining Avyance, your job responsibilities may include collecting, analyzing, and interpreting workforce data to identify trends, patterns, and actionable insights; developing and maintaining accurate data models to support workforce forecasts for short- and long-term planning; preparing and presenting detailed reports on workforce performance metrics using clear, impactful visualizations (e.g., dashboards, charts, graphs); working closely with team members and key client stakeholders to align workforce strategies with business objectives; and utilize workforce management tools and software. You may be asked to capture notes during meetings and executive sessions and prepare client deliverables.

Our ideal candidate is committed to continuous growth and improvement and is able to quickly respond to evolving project needs. Exceptional organizational, time management, and communication skills are a must. Technical background is a plus, as well as ability to learn new technical tools and software packages. Candidates must be able to work independently, under minimal supervision.

BASIC QUALIFICATIONS

- Strong analytical and critical thinking skills
- Excellent oral and written communications skills
- Strong Microsoft PowerPoint, Word, and Excel skills
- Proficiency in data analysis and reporting tools (e.g., SQL, Python, R, SAS, Tableau, Power BI) and working knowledge of data automation solutions and platforms
- Exceptional attention to detail and work ethic and a self-starter, committed to teamwork
- Continuous growth mindset and problem solver
- 2+ years of work experience in workforce management, data analysis, or a similar role
- Experience meeting deadlines, maintaining schedules, and updating project documentation
- Experience developing spreadsheets, briefings, and reports in MS Office suite of products
- Bachelor's Degree in Business Administration, Statistics, Data Science, Information Systems, or a related field
- U.S. Citizenship required

ADDITIONAL QUALIFICATIONS

- Current U.S. government clearance is a plus



CLEARANCE, BACKGROUND CHECKS, AND POLICY

Applicants selected for the position will be subject to a security investigation and may need to meet eligibility requirements for access to classified information.

Employment with Avyance is contingent upon employee maintaining status as government-clearance-eligible and approved. Employment with Avyance is considered "at will", meaning that either the company or employee may terminate this employment relationship at any time with or without cause or notice.

BENEFITS

We are pleased to offer the following benefits to our full-time employees:

- Up to three weeks of paid time off per year with manager approval
 - Negotiable leave without pay for emergency use with manager approval
- Eleven company-paid and observed federal holidays
- Performance bonuses, spot awards, annual performance reviews with merit increases
- Comprehensive medical, dental, and vision health insurance coverage
- Flexible working hours and work location, client-permitting
- SIMPLE IRA retirement plan with company contribution
- Life, ADD, and Short-Term Disability Insurance with company paid coverage
- Training, professional development, and education assistance

CONTACT

Please reach to us at info@avyance.com for additional details and to learn more about the opportunity. We look forward to learning more about you and what makes you tick!