

11718 Bowman Green Drive, #200, Reston, VA 20190 | [www.avyance.com](http://www.avyance.com)

## **JOB DESCRIPTION: MANAGEMENT CONSULTANT, ASSOCIATE, LEVEL 3**

Avyance is a management consulting firm looking for a Management Consultant and Program 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 gathering and analyzing data, developing and drafting project documents, providing feedback to junior staff, or implementing strategies that drive cultural and organizational change. You will have the opportunity to grow as a leader, collaborating on large products such as strategic plans and executive briefings, and providing development feedback to junior team members.

Our ideal candidate is a self-starter with strong organizational and project management skills to assist senior leaders from strategy development through successful implementation of programs. The ability to multi-task, quickly analyze and respond to evolving client needs and priorities is a must. Strong people management, team development, and leadership skills are a plus.

### **BASIC QUALIFICATIONS**

- 5+ years of relevant work experience
- Demonstrated critical thinking and analytical skills
- Full proficiency in Microsoft Office Suite: strong PowerPoint, Word, Excel skills
- Excellent oral and written communication skills
- Proven track record in delivering on management consulting projects
- Ability to juggle multiple priorities and work without direct supervision or guidance
- Exceptional follow-through skills
- Ability to work and organize work independently, as well as function as a part of a larger team
- Bachelor's Degree a must, Master's Degree is highly desirable
- U.S. Citizenship required

### **ADDITIONAL QUALIFICATIONS**

- Current U.S. government clearance is a plus
- MS Project and Certification in Project Management is highly desirable

### **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:

- Flexible paid time off
  - Up to three weeks of paid vacation leave 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](mailto: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!