

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

## **JOB DESCRIPTION: CONSULTANT, ANALYST, LEVEL 1**

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Avyance is a management consulting firm looking for an entry-level Consultant / 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 valued clients.

Upon joining Avyance, your job responsibilities may include gathering and analyzing data, drafting project documents, building SharePoint pages and tools, reviewing and digesting technical or financial reports, or editing them for clarity and consistency. You may be asked to capture notes during meetings and executive sessions, documenting and mapping business processes, reviewing client deliverables, conducting technical edits, and formatting large reports.

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. Candidates must be able to work independently, under minimal supervision.

### **BASIC QUALIFICATIONS**

- Strong analytical skills
- Excellent oral and written communications skills
- Proficiency in Microsoft Office Suite: strong PowerPoint, Word, and Excel skills
- Continuous growth mindset
- Attention to detail
- An intellectually curious, detail-oriented problem solver
- Previous internships in management consulting or 1+ years of work or volunteer experience
- Experience maintaining schedules, meeting deadlines, and updating project documentation
- Demonstrated ability to juggle multiple projects and thrive in a fast-paced environment
- Self-starter, committed to teamwork, collaboration, and follow-through
- Bachelor's Degree
- US Citizen



## **ADDITIONAL QUALIFICATIONS**

- US government clearance, e.g., public trust, is a plus
- Experience developing spreadsheets, briefings, and extensive reports

## **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 vacation and sick leave program
  - Up to three weeks of paid vacation leave per year with manager approval
  - Up to five days of sick leave per year
  - 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 and ADD Insurance with company paid coverage
- Training, professional development, and education assistance

## **ABOUT US**

At Avyance, we seek people with diverse points of view who are committed to learning, willing to think outside the box, and interested in applying new technologies and innovative solutions to address client challenges.

We’re an inclusive, equal opportunity employer that empowers people of any race, color, religion, gender identity, sexual orientation, national origin, disability, veteran status, or other protected characteristic to succeed and drive change.

Teamwork, creativity, excellence, and trust. These are more than just buzzwords – they guide us to stay true to ourselves while we create exceptional experiences for our clients. Our team brings diverse perspectives and skillsets to the table to design the best solutions for our clients.



## **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!