

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

## **JOB DESCRIPTION: MANAGEMENT CONSULTANT, ANALYST, LEVEL 2**

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Avyance is a management consulting firm looking for a Senior 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 clients.

Upon joining Avyance, your job responsibilities may include gathering and analyzing data, developing analytical models and spreadsheets, drafting project documents, designing user interfaces, 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, document and map business processes, review client deliverables, conduct technical edits, format large reports, and collaborate with your peers to work on large deliverables, such as strategic plans and executive briefings.

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
- Exceptional attention to detail and work ethic
- Continuous growth mindset and problem solver
- Self-starter, committed to teamwork, collaboration, and follow-through
- 2-5 years of work experience in a dynamic workplace, with demonstrated ability to juggle multiple projects and thrive in a fast-paced environment
- Experience meeting deadlines, maintaining schedules, and updating project documentation
- Experience developing spreadsheets, briefings, and reports in MS Office suite of products
- Bachelor's Degree
- U.S. Citizenship required



### **ADDITIONAL QUALIFICATIONS**

- Current U.S. government clearance is a plus
- Knowledge of Adobe Photoshop, Illustrator, and InDesign not required, but 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:

- Flexible paid time off
  - Up to four 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!