



Title	Analyst
Business	Advisory Services
Reports to	Director, Optimization

Advocate is an advisory and managed services company of IT business experts and data scientists dedicated to helping companies optimize their technology infrastructure. Utilizing marketplace intelligence, decision analytics and acceleration capabilities, Advocate partners with its clients in innovative ways to save money, improve performance and deliver crucial insight to help them make the best possible decisions related to their technology investments. That is why we are positioned to help our clients Do What Matters More.

This individual will either work under the direction of a Consultant or Senior Consultant to deliver high-quality consulting services. Additionally, the Analyst may be called upon to be an active member of the pre-sales team, assisting in the development of proposal materials and developing peer relationships with the client team's project lead. This person will also be expected to assist other Consultants and the Director, Optimization in developing points of view for publication based on completed projects and key technology trends.

RESPONSIBILITIES

- Can track and maintain strong delivery to multiple customers simultaneously
- Gather data from clients for consulting services delivery
- Organize and analyze complex communications information
- Solve problems associated with data gathering and analysis
- Perform benchmark and optimization analysis
- Create initial findings and recommendations from the analysis
- Interact with clients in the delivery of consulting services
- Keep accurate timekeeping records for client billing

SKILLS

- Comfortable working in a fast-paced, collaborative, team environment
- Willingness to think outside of the box and push yourself beyond your typical comfort zone
- Analytical aptitude with the ability to learn new information and skills quickly
- Strong oral and written communication skills
- Ability to manage projects and tasks to completion
- High self-confidence with the ability to take and apply constructive feedback
- Keen attention to detail
- Self-motivated and achievement-oriented with a willingness to think outside of the box

QUALIFICATIONS

- 4-year college degree preferably in CS/CIS/MIS, Industrial Engineering, Math, Finance or related discipline
- Strong working knowledge of Microsoft Office with advanced proficiency in Excel (formulas, pivot tables, v-lookups, etc.)
- IT experience or certifications a plus, but not required
- Ability to travel up to 20% of the time
- Must provide Proof of Right to Work in the United States on the I9 Form



OPPORTUNITIES

- Join a company named to the **Inc. 5000** list of Fastest Growing Companies for **eleven consecutive years**.
- Named one of the Top 150 Workplaces by The Atlanta Journal-Constitution.
- Work daily with Fortune 500 Global Clients.
- Opportunity for rapid career advancement.
Client facing position with the opportunity to make a direct impact on business growth, practice innovation and talent development.

REWARDS AND BENEFITS

- Competitive base pay
- Incentive bonus plan
- Industry Competitive Health and Welfare Benefits
- Company matched 401(k) with immediate vesting
- Two paid days off for community service
- Flexible work arrangement to support a good work-life balance
- Professional development with a long-term career path
- Continuing education reimbursement
- Paid employee referral program

If you would like to join the Advocate team, send your cover letter and resume for consideration to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=29440679-d847-41e4-b32c-797f44374111&cclid=19000101_000001&type=JS&lang=en_US