

Title	TBM Analyst
Business	Managed Services
Reports to	Manager, TBM

Advocate is a consultancy of IT advisors 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 cloud and network technology. That’s why we work, Smarter. Together.

JOB OVERVIEW

We are seeking a dynamic and energetic individual with a strong technology and financial management background to help implement and operationalize a Technology Business Management solution designed to position executives with the knowledge to manage and communicate the cost, quality, and value of IT Services. The ideal candidate will possess a unique blend of business and technical savvy; a big-picture vision and the drive to make that vision a reality. This role involves close collaboration with IT and Finance professionals at all levels within the organization.

This role can work Hybrid or 100% remote.

JOB REQUIREMENTS

Key Responsibilities

- Translate executive vision into technical requirements and subsequent deliverables.
- Gather functional and business requirements and rapidly translate that information into a working set of operational and financial models, dashboards, and management reports.
- Collaborate with IT Executives and Finance on IT Total Cost of Ownership, financial metrics, and cost transparency initiatives.
- Import, transform, and rationalize data from systems of record such as General Ledger, Fixed Assets, Clarity, HP Service Manager, Centralized Application Repository, Asset Manager, etc.
- Operationalize data monthly by loading, validating, and reviewing on timely basis.

Preferred Skills / Experience

- Advanced analytical and big data analysis skills
- Ability to work efficiently and effectively with multiple levels of management and staff across the organization
- Understanding of IT infrastructure domains including data centers, network/ communications, server utilization, virtual environments, storage, and application development
- Knowledge of IT services and financial management processes and best practices such as budgeting, cost allocations, capital & operating expense handling, program portfolio management, and application/infrastructure support
- Strong leadership and organizational skills - capable of motivating and managing organizations or teams to deliver desired results
- Strong ITIL or Service Management background

Qualifications

- Bachelor's degree in Business Administration, Management Information Systems, or related field
- Minimum of five (5) years of relevant experience
- Strong quantitative and analytical skills for financial modeling and analysis
- Requires broad experience in the financial services industry
- Strong to expert level skills and experience in formulaic logic such as MS Excel if statements, vlookup, pivot tables, macros, etc.
- Strong to expert skills in data transformation using MS Excel or Access
- Knowledge and application of relational database concepts
- Excellent communication and presentation skills to executive management audiences
- Previous management experience
- Executive interactions
- Infrastructure background
- Good with data analytics and data mining.
- Previous experience working with scripting, report building, etc.

OPPORTUNITIES

- Join a company named to the **Inc. 5000** list of Fastest Growing Companies for **eleven consecutive years**.
- Named one of the Top 100 Workplaces by The Atlanta Journal-Constitution.
- Work daily with Fortune 500 Clients.
- Opportunity for rapid career advancement.

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 and training reimbursement.
- Paid employee referral program.

If you'd 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