

# DATA ANALYST

## Company Overview

Roku Management Consulting (RMC) is a premier consulting and general contracting firm specializing in personnel, professional, and information technology services. Founded by a service-disabled veteran with a mission to create opportunities and provide exceptional customer service, RMC has rapidly grown, securing several federal contracts within three years.

## Job description

Works independently or under general direction to perform analysis, preparation, and entry of data into prescribed data formats. Submits recommendations for solutions. Prepares detailed specifications and flowcharts. Prepares written reports to management.

1. Determine the clearest and most logical way to present information for greatest reader comprehension.
2. Generate innovative ideas for content and workflow solutions.
3. Meet with subject-matter experts to ensure specialized topics are appropriately addressed.
4. Analyze information required for the development or update of policy, procedure and form documentation.
5. Review and/or copyedit content developed by other members of the team.

## Required Qualifications:

- Minimum Bachelor's degree. Bachelor's or Graduate's Degree in business, computer science, engineering, or information systems or equivalent experience.
- Comfortable with statistics, datasets, and machine learning exercises.
- Strong critical thinking skills and attention to detail.
- Has consulting experience and ability to assist with problem solving and debugging.
- A leader and critical thinker with time management skills.
- **PREFERRED:** The candidate shall have an active Secret security clearance at the time of hire and throughout the life of the contract.

## Benefits

- Employer-provided paid Medical / Dental / Vision insurance.
- 401K plan.
- PTO
- 11 Federal Holidays

