



7 Cs Solutions, LLC

Service-Disabled Veteran-Owned Small Business (SDVOSB · VOSB)

www.sevencssolutions.com

Position Description

Junior Business Intelligence Analyst

Location: Washington, DC Metro Area

Employment Type: Full-Time

Citizenship: U.S. citizenship required

Clearance: Ability to obtain a DoW Clearance

Compensation: \$75,000 – \$95,000 annually (commensurate with experience), plus comprehensive health, dental, and retirement benefits

About 7 Cs Solutions

7 Cs Solutions, LLC is a dynamic, results-driven IT solutions provider delivering comprehensive and innovative services to local industry and state and federal government clients, with a specialized focus on cutting-edge Health IT solutions. As a Service-Disabled Veteran-Owned Small Business (SDVOSB) and Veteran-Owned Small Business (VOSB), we combine mission-driven values with modern technology expertise to help our customers achieve measurable outcomes.

Position Summary

7 Cs Solutions is seeking a motivated Junior Business Intelligence Analyst to support an engagement with a federal government client. Working under the guidance of senior analysts, the Junior BI Analyst will help turn data into insight — building dashboards, preparing reports, and supporting data analysis that drives program decisions. This role is a great fit for an early-career professional who is curious about data, eager to learn, and excited to grow into a full-stack business intelligence practitioner.

Key Responsibilities

- Apply fundamental BI concepts, processes, and practices to assigned technical tasks under the supervision of senior team members.
- Build and maintain dashboards, reports, and visualizations using industry-standard platforms (e.g., Microsoft Power BI, Tableau).
- Extract, clean, transform, and validate data from a variety of enterprise sources to support analytical deliverables.
- Write and tune SQL queries to retrieve and shape data from relational databases and data warehouses.

- Support requirements-gathering sessions by capturing user needs, documenting business rules, and translating them into draft specifications for review.
- Assist in the preparation of briefings, status reports, and documentation for program stakeholders.
- Perform basic data-quality checks and help troubleshoot discrepancies in reports and dashboards.
- Contribute to team knowledge-sharing by documenting processes, maintaining user guides, and capturing lessons learned.
- Continuously learn and apply new BI tools, techniques, and best practices; pursue relevant training and certifications.
- Collaborate with senior analysts, systems analysts, and program leadership to ensure deliverables meet program objectives.

Required Qualifications

- Bachelor's degree in Computer Science, Information Systems, Business Analytics, Statistics, Mathematics, Economics, or a related quantitative/technical discipline.
- Zero to three (0–3) years of relevant experience in business intelligence, data analytics, or a related data-focused role (internships, co-ops, and academic projects count).
- Working knowledge of SQL and relational databases; ability to write basic queries and joins.
- Familiarity with at least one BI/visualization tool such as Microsoft Power BI or Tableau.
- Comfort with Microsoft Excel, including formulas, pivot tables, and basic data manipulation.
- Strong analytical and problem-solving skills, attention to detail, and a willingness to dig into data.
- Clear written and verbal communication skills; ability to explain findings to non-technical audiences.
- Self-starter mindset with the ability to manage tasks, ask questions, and seek feedback in a collaborative team environment.
- U.S. citizenship; must be able to obtain and maintain a Tier 2 / Public Trust background investigation.

Preferred Qualifications

- Hands-on academic, internship, or project experience with Microsoft Power BI, Tableau, IBM SPSS, SAS, Python (pandas), or R.
- Exposure to federal government, health IT, or enterprise-scale programs — including through coursework, capstone projects, or volunteer work.
- Relevant certifications such as Microsoft Certified: Power BI Data Analyst Associate, Tableau Desktop Specialist, Google Data Analytics, or an introductory SQL certification.
- Familiarity with Agile methodologies and collaborative tools (Jira, Confluence, GitHub).
- Existing active federal clearance (Secret or higher).

How to Apply

Qualified candidates should submit a resume and a brief cover letter outlining relevant academic, internship, or early-career experience in data and analytics to 7 Cs Solutions, LLC. Only applicants who meet the citizenship and clearance eligibility requirements will be considered.

Equal Opportunity Employer

7 Cs Solutions, LLC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.