



7 Cs Solutions, LLC

Service-Disabled Veteran-Owned Small Business (SDVOSB)

www.sevencssolutions.com

Position Description

Junior Management Analyst

Location: Remote

Employment Type: Full-Time

Citizenship: U.S. citizenship required

Compensation: \$60,000 – \$80,000 annually (commensurate with experience)

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), 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 Management Analyst to support an engagement with a federal government client. The Junior Management Analyst will assist senior analysts and program leadership with operational analysis, process documentation, reporting, and administrative support — gathering and synthesizing information that helps leaders make better, faster decisions. This is an excellent opportunity for an early-career professional to grow in a federal-consulting environment alongside experienced analysts and subject matter experts.

Key Responsibilities

- Conduct organizational studies and evaluations; analyze business processes, operational workflows, and performance data to identify efficiencies and improvement opportunities.
- Assist in gathering, organizing, and synthesizing information from stakeholders, program documentation, and secondary sources.
- Prepare briefings, status reports, meeting minutes, and action item logs for program leadership and government stakeholders.
- Maintain trackers, registers, and dashboards covering risks, issues, action items, decisions, and deliverables.
- Participate in requirements-gathering sessions, working groups, and recurring program meetings; capture and follow up on outcomes.

- Develop and maintain operations and procedures manuals, process flows, standard operating procedures (SOPs), and organizational reference materials to help management operate more efficiently and effectively; support the design and improvement of organizational systems and procedures.
- Conduct work simplification and measurement studies; run quantitative and qualitative analyses to support recommendations and decision memos.
- Coordinate scheduling, documentation, and logistics for program reviews and stakeholder meetings.
- Learn from senior analysts and proactively take on new assignments as skills develop.

Required Qualifications

- Bachelor's degree in Business, Public Administration, Management, Industrial Engineering, Economics, or a related discipline.
- Zero to three (0–3) years of professional experience; recent graduates and career-changers with relevant internships or project experience are encouraged to apply.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) and comfort learning new collaboration and analysis tools.
- Strong analytical and problem-solving skills, with attention to detail and an ability to synthesize information from multiple sources.
- Clear written and verbal communication skills; ability to produce well-organized documents and present findings to peers and leaders.
- Self-starter mindset, professional demeanor, and ability to manage multiple tasks in a collaborative team environment.
- U.S. citizenship; must be able to obtain and maintain a Tier 2 / Public Trust background investigation.

Preferred Qualifications

- Academic, internship, or early-career exposure to federal government, healthcare, or enterprise programs.
- Coursework or experience in Lean Six Sigma, process improvement, program management, or business analysis.
- Familiarity with tools such as Microsoft Visio, SharePoint, Confluence, Jira, or Microsoft Project.
- Relevant certifications or professional development such as Lean Six Sigma Yellow/Green Belt, CAPM, or an introductory business analysis credential.
- Volunteer, ROTC, or military experience demonstrating leadership, discipline, and teamwork.

How to Apply

Qualified candidates should submit a resume and a brief cover letter outlining relevant academic, internship, or early-career experience 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.