

## Consultant/Data Analyst Management Consulting Firm

**Entry-Level Consulting:** Unique and interesting opportunity for someone who is comfortable working with numbers and multiple software programs, enjoys analytical work and is able to write clearly about technical issues.

### **Company/Work Environment:**

Located in the Bel Marin Keys area of Novato (Marin County, California), Maly Consulting LLC is a well-established, 22-year old human resources (HR) management consulting firm with a nationwide client base. Unlike most HR consulting firms, we deal with employee *data* rather than actual employees. Our contacts are with HR management professionals in medium to large companies holding federal government contracts — our client base. We conduct employee demographic and EEO/AA statistical studies, compile data for mandatory Department of Labor (DOL) reports, and conduct disparate impact tests on employment and compensation data. We also assist clients to prepare for and defend themselves in DOL audits. Our small, project-team structure offers employees meaningful responsibilities early in their careers. We have a professional work environment with business casual dress.

### **Position and Compensation:**

In this entry-level consulting position, you will use multiple PC-based software programs to clean and audit client databases, perform statistical tests, generate spreadsheets and graphs, and assist in writing client reports. You will coordinate directly with clients — via phone, fax, and email — to oversee the integrity of their raw employment data. Some travel may be necessary, to visit clients at their facilities and assist them in preparing their raw data for analysis. You will have the luxury of managing your own work — although occasionally you may have to manage conflicting priorities between clients. Compensation is competitive and commensurate with the skills and experience you bring to the position. You will be responsible for generating revenue through billable hours and eligible for our bonus program. Other benefits include health and dental insurance, paid holidays, a paid-time-off (PTO) program, and participation in a 401K-type program after three years.

**Qualifications:** The successful candidate will have:

- Experience in a professional office environment.
- Degree in Business, Economics, Statistics, Mathematics, English or Law.
- Advanced computer literacy — especially with database, spreadsheet, statistical, and multiple word processing programs. Desire and ability to quickly learn and use new software programs.
- Good analytical skills and knowledge of statistical methods.
- Top interpersonal, oral and written communication skills.
- Ability to plan, schedule, and prioritize your own work to generate billable hours.
- An orientation to detail and meticulous attention to documenting your work.
- Ability to work both independently and as a team member.
- Good judgement, tact, discretion, and absolute trustworthiness.

**To Apply:** Please email, fax or send your resume to one of the following:

**Fax:** (415) 883-7058

**E-Mail:** [recruiter@malyconsulting.com](mailto:recruiter@malyconsulting.com)

**U.S. Mail:** Maly Consulting LLC  
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