



HYQUEST
CONSULTING
SOLUTIONS, LLC

REQUIREMENTS ANALYST

CLEARANCE LEVEL: TIER 3 - SECRET

We are looking for a dynamic and responsible Requirements Analyst to join our team in the Falls Church, Virginia, area. The Requirements Analyst will provide assistance with business and project planning to support the customer's cradle-to-grave processes.

RESPONSIBILITIES

- Provide contract support at headquarters office and customer site
- Possess familiarity with Joint Capability Integration System/DoD requirements
- Review requirements and provide suggestions as needed
- Gather required information to prepare, coordinate, and provide requirements documentation for approval
- Prepare documents/presentations for submittal as required
- Support document reviews process and ensure proper coordination with team
- Develop, review, and edit documents and reports for accuracy (e.g., correct format, spelling, and grammar)
- Attend meetings, conferences, and seminars as needed
- Develop informational and decision papers and executive briefings that clearly describe the requirements with the appropriate level of detail
- Manage all requirement documents in SharePoint site or other designated storage location

REQUIREMENTS

- Three to five years of related work experience in business case analysis, project management, requirements generation, or acquisition life cycle management
- Bachelor's degree in business administration/management, project management, information technology, healthcare administration, logistics, acquisitions, or a STEM-related field
- Proficiency in Microsoft Office and SharePoint
- Requirements Manager Certification Training (RMCT) within 60 days of joining the team
- Secret clearance
- Excellent verbal and written communication skills
- Keen attention to detail
- Strong analytical and organizational skills
- Ability to work with varying seniority levels, including staff, managers, and external partners
- Ability to travel to headquarters and customer sites as required
- Ability to work in a fast-paced environment

LOCATION

This opportunity is based in Falls Church, Virginia.

PHYSICAL REQUIREMENTS

The physical requirements are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Other instructions and related duties may be assigned by the employee's manager.

HyQuest Consulting Solutions, LLC, is an Equal Opportunity Employer (EOE), and we seek to create an inclusive workplace that embraces diverse backgrounds.