



Role Profile

Role Title: IT Quality Assurance Analyst
Reports To: Custom Applications Team Lead
Exemption Status: Exempt
Work Level: 1

Overall

Responsibilities: This individual is responsible for creating an end-to-end test plan; executing the plan and managing all activities in the plan to ensure the objectives are met and the solution works as intended. They ensure any issues with software programs are identified and fixed before the product goes live.

Specific accountabilities:

- Review functional and design specifications to fully understand individual deliverables.
- Identify test requirements from specifications, map test case requirements, and design test coverage plan.
- Develop, document, and maintain test cases and automated scripts.
- Execute and evaluate manual or automated test cases and report results.
- Draft quality assurance policies and procedures.
- Interpret and implement quality assurance standards.

Qualifications and experience:

- BS or BA degree preferred.
- 3+ years of relevant QA technical experience.
- Good working knowledge of Agile and Waterfall project management styles.
- Knowledge of best practices and IT operations for a global organization.
- Clear communicator both written and verbal.
- Excellent interpersonal skills
- Experiences in quality management software and processes.
- Business process understanding.

Capabilities and behaviors:

- Excellent business and commercial acumen.
- Keen to work in a dynamic and vibrant business and someone who has a can-do attitude.
- Ability to handle multiple priorities and deliver to deadlines.
- Excellent verbal and written skills.
- Maintain professional verbal and written communications with co-workers, internal and external customers, and vendors always.
- Actively participate in Company training opportunities to further develop skills applicable to the department.
- Gain a thorough understanding of the Company's business and the department's role within the company.

WORKING CONDITIONS:

Employees in this position are, or can be, exposed to the following:

Exposure to:	None	Some	Frequent	Very Frequent
CRT (Computer) monitor/equipment				X
Frequent, Repetitive Motions				X

PHYSICAL CONDITIONS:

Employees in this position are, or can be, required to possess the following physical capabilities.

Capabilities:	None	Some	Frequent	Very Frequent
Sitting more than 7 hours a day				X