



**Job Title:** Quality Assurance Analyst

**Department:** Contract - Engineering

## Job Summary

Takes pre-defined test plans and test cases and executes tests on software applications. Creates test plans and test cases from specifications. Approaches software quality from a customer perspective. Operates successfully within an agile software development framework. Interacts with developers and other team members in order to deliver software on-time and with high quality.

## Major Duties

**Software Testing:** Executes tests on new or existing software applications. Reviews software designs and prepares test plans and test cases as required. Documents defects and follows the defect resolution process to completion. Works closely with developers in the prescribed development process.

**Project Team Work:** Collaborates with other team members to drive the achievement of team goals. Ensures that completed software applications comply with design and development standards and conventions. Ensures that quality is emphasized throughout the development process end-to-end.

**Issue Resolution:** Proactively works with peers, managers and clients to research and resolve issues in software applications. Enjoys troubleshooting and problem solving.

Performs other duties as assigned.

## Critical Competencies

**Skills:** Understands software development processes and lifecycles. Operates effectively in an agile/SCRUM software environment. Able to use specifications to determine what should be tested, document tests and successfully execute them. Thinks “outside the box” to identify potential failure points. Test automation and load testing skills desirable.

**Decision Making:** Able to work in teams and make decisions in a timely manner. Able to balance data with intuition and experience when making decisions. Willing to become involved in and make decisions about issues in areas that are initially unfamiliar. Demonstrates a bias for initiating action on decisions and is seldom a bottleneck due to decision procrastination.

**Innovation:** Rapidly assimilates and learns new information and encourages information sharing. Synthesizes information from multiple sources into a meaningful representation of how change and innovation will create improvement both in processes and software quality.

**Communication:** Establishes rapport and is straightforward and approachable. Listens carefully, asks pertinent questions, responds effectively and adapts personal style to suit the audience. Speaks, writes and presents in a clear and concise manner. Effectively communicates software testing approaches to team members and other stakeholders.

**Results Focus:** Drives for results and defines how success will be measured. Identifies and organizes the tools and resources needed to accomplish tasks. Contingency plans to anticipate and work around barriers to task completion. Pushes through challenges to achieve results.

## Job Qualifications

### Minimum Qualifications:

- 3 years experience in software testing in a professional environment
- Extensive experience in working within an agile software development model
- Passionate about user experience and being a customer quality advocate within the development team