

Position: Quality Assurance Analyst
Reports to: **Quality Assurance Manager**
Position Type: **Quality**
Position Level: **Level B**
Location: **Toronto, Ontario, Canada**

OVERVIEW

The Quality Assurance Analyst's primary role is to ensure that software is appropriately verified and validated as part of the development life cycle for existing and new products within the company. This will include writing test plans and scripts for tracking defects and fixes in product development and software application development. The QA Analyst will apply proven analytical and problem-solving skills to help validate development processes through careful testing.

KEY ACTIVITIES

- Organize and drive QA efforts including the creation of test strategies, test cases, and test data.
- Perform tests against existing and new products, including functional, systems, regression, and performance tests.
- Analyze formal test results in order to discover and report any defects, bugs, errors, configuration issues, and interoperability flaws.
- Communicate test progress, test results, and other relevant information to project stakeholders and management.
- Organize and drive department initiatives.
- Verify and revise quality assurance standards as needed.

Customer Relationships

- Support and provide training to client staff through the transition phase of the project.
- Professionally represent the company at the client site when needed.
- Participate in other customer facing events, as applicable.

Internal Relationships

- Maintain productive and effective communications with staff from all areas of the company.
- Where appropriate, support the development of team members from a professional, technical perspective.

KEY SKILLS AND ABILITIES REQUIRED

Job Knowledge Requirements

- Strong SQL and database knowledge.
- Strong understanding of Java and XML.

- Proven experience with QA best practices, especially regarding the creation of test strategies and test plans
- Working knowledge of bug tracking tools and configuration management.

Work Experience Requirements

- At least 4 years experience in a formal quality assurance role
- 1 to 2 years experience in a business analysis or software development role would be an asset.

Educational Requirements

- Recognized designation/post secondary education in a related field such as computer science

Important Skills and Abilities

- Excellent technical (Java, SQL, scripting languages) and problem solving skills.
- Demonstrates good judgement based on independent and analytical thinking.
- Demonstrates strong ability to learn and grow professionally.
- Self motivated, goal oriented, and able to handle pressure.
- Organized with keen attention to details.
- Excellent communication and leadership skills.
- Able to work in a team-oriented, collaborative environment.

Additional Job Requirements

- Possibility of client-site work and related travel
- Must be available after hour from time to time as required
- Other duties as assigned

Employee's Signature: _____

Dated: _____