JOB DESCRIPTION

JOB TITLE: Software Quality Assurance Analyst

UPDATE:

DEPARTMENT: IT

STATUS: Contract to Hire

REPORTING TO: QA Manager

SUMMARY:

Seeking a QA Analyst to assist in the planning and execution of software quality assurance testing in the company. This person will be responsible for the development and execution of test plans and scripts, coordinating the resolution and escalation of bugs and issues that result from the testing process, and for facilitating software releases into the production environment within an Agile/Scrum methodology.

ESSENTIAL FUNCTIONS:

- Create QA test plans, test cases, test scripts, test matrices, and release notes.
- Perform functional, regression and verification testing on all web-based systems and related functionality. Participate in testing in regular sprint cycles and high-profile impact projects.
- Document and track core product defects during the testing process. Review and manage bugs reported in internal tracking system and facilitate the resolution of issues with the QA team, development, databases, product development, business sponsors, and systems engineering.
- Compile QA quality metrics, tracking and status update reports on a regular basis and distribute to designated sprint team members.
- Assist on team efforts in facilitating releases to testing environments, assist with facilitating production issues during deployments, and represent QA in change control meetings.
- This position requires daily communication with other QA testers, Project Managers, Product Managers, Architects, DBAs, Web Developers, Systems Engineers, and other Business Unit team members to gather requirements, develop test execution strategies, and to work through issues and bugs found during the testing period.

KNOWLEDGE/SKILLS/EXPERIENCE REQUESTED:

- B.S. in Engineering or Computer Science, or related fields, or equivalent work experience.
- Minimum 5 -10 years experience in full software quality assurance testing, with a thorough knowledge of SDLC, with the 2 most recent years in testing web-based applications.
- Previous experience in a lead role
- Experience in the mortgage or real estate industry a plus
- Experience testing with Internet Explorer, Firefox, Chrome and Safari browsers.
- Solid experience writing test plans, test cases, test scripts, and test matrices, and producing quality metrics and tracking reports.
- Practical working knowledge of software testing methodologies.
- Experience with Agile Scrum methodology and working knowledge of SDLC.
- Excellent oral and written communication skills and spoken English.
- Exceptional analytic and problem solving skills.
• Strong organizational and time management skills. Ability to work well under pressure and to continue to perform effectively under frequent changes.
• Proven work ethic and dedication.
• Efficient computer skills in Microsoft Word and Excel.
• Experience with JIRA, Confluence, Greenhopper, SharePoint, and other project tracking tools
• 3-5+ years of experience in reading, writing, and executing SQL queries in various database applications
• 3-5+ in web technologies, .NET development tools
• 2-3+ years experience in automation tools and scripting a plus (QTP, Selenium, VBScript, or Zephyr preferred)
• Familiarity with XML and associated tools
• Ability to work independently as well as effectively within a team environment
• The ability to manage multiple tasks, following through from start to completion with minimal supervision

PHYSICAL REQUIREMENTS:

• Prolonged periods of sitting at a workstation operating a PC
• Heavy data entry (large amount of typing on a keyboard and repetitive motion with a mouse)
• Focusing/looking at computer monitor for long periods
• Reading documents in print and electronically
• Bending, twisting and stooping required on a regular basis
• Use of a telephone to make and receive calls