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# Example of Analyst, Quality Assurance Job Description

Our company is growing rapidly and is looking for an analyst, quality assurance. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for analyst, quality assurance

* Develop, coordinate and deliver training programs, and training materials based on the needs of staff, new hires, SMEs, and in coordination with management
* Interact with senior leadership (managers and above) at the project level with the client’s contract office and other key client stakeholders via phone, email and at meetings
* Perfrom all other duties as assigned by leadership
* Responsible for the development and execution of manual test cases and scripts
* Assists in defining Intelex’s testing methodologies and quality control standards
* Anticipate potential software issues by creating exhaustive test scenarios that ensure comprehensive testing
* Create additional documentation to assist and record the testing effort
* Interacting with the QA, Development, IT and Client Services teams to ensure that the solution functionality is well tested and documented
* Protect confidential information by not communicating, disclosing to, or using for benefit of third parties.• Comply with all company policies and procedures
* Some overnight travel by land and/or air (expect 5 to 15% of typical work schedule allocated to travel)

## Qualifications for analyst, quality assurance

* Strong computer skills including familiarity with all current Microsoft operating systems, Microsoft Word (or equivalent), Microsoft Excel (or equivalent), and Microsoft Outlook (or equivalent)
* Knowledge of Micro Focus testing products
* Proficiency with software testing tools, preferably Unified Functional Testing (UFT)
* Experience with manual testing tools preferred, Quality Center/ALM
* Experience with automated testing tools preferred, QTP
* Knowledge of PC applications, , Microsoft Office Suite and Project, PowerPoint preferred