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# Example of Analyst, Quality Assurance Job Description

Our growing company is looking to fill the role of analyst, quality assurance. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for analyst, quality assurance

* Manage program instantiation of the Quality Management System
* Provide the program manager with timely metrics and audit outcomes to gauge progress towards quality objectives
* Report to higher level management on Quality Achievement and act as liaison for enterprise quality initiatives for the program
* Support complete and accurate technical system documentation and specifications across the program lifecycle
* Provide QA of software defect resolution during all phases of the software development lifecycle
* Provide Technical Writing support as necessary
* Allows various groups, ranging from Talent to Prod Ops to Admin Assistants, to evaluate their workforce and track that feedback and evaluation to better prepare and plan for future months
* An online PA/CA evaluation form to their track performance based on shifts and skills associated with those shifts
* Plan, create and review requirement based test cases, test plan outlines and other testing
* Works with the combined Bain Capital and Collaborative team to execute functional and integration testing

## Qualifications for analyst, quality assurance

* Solid competency using CodedUI and/or Selenium
* Competency in SDLC methods and practices
* Experience with web-based and client server applications
* Ability to take the point of view of the customer
* A commitment to deliver quality products to users and stakeholders
* Ability to prioritize tasks based on business needs and product/project impact