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# Example of Analyst, Quality Job Description

Our innovative and growing company is hiring for an analyst, quality. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for analyst, quality

* Captures and updates key project and test knowledge through wikis, documents
* General bug workflow management and administrative ownership
* Test case creation from design documentation or feature expertise
* Communicates testing status to business and IT management
* Offer advice and suggestions on workflow, policies, and procedures
* Working on subtitling files to know the process and help the teams in critical situations
* Perform detailed analysis of quality issues and user requests
* Conduct follow-up inquiries, meetings, to solicit feedback from users and management in order to gauge the success and acceptance of new workflows
* Work with technical staff to create software development proposals that will improve quality
* As directed, facilitate group meetings to ensure that new solutions/procedures fairly represent the interests of the individual areas while also taking into consideration client needs company policies, industry rules and regulations

## Qualifications for analyst, quality

* Must be able to develop and foster strong working relationships with development teams and execute a development QA support strategy within the development process
* Understands concepts of defect prevention and defect containment
* Experienced with Grey/White box testing in development environments
* Understands the value of automated testing and knows how to appropriately approach usage
* Familiar with common automation toolsets, EA proprietary tools are a plus
* Must be able to collect and transcribe quantitative data in forming risk assessments and generating solutions