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# Example of Assurance Associate Job Description

Our innovative and growing company is looking for an assurance associate. 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 assurance associate

* Helps generate a test execution forecast and adheres to it
* Be a part of a QA team that ensures high-quality deliverables for our business partners
* Designs and creates Power BI dashboards used to facilitate our metrics and governance
* Assist with all Test Data Management activities utilizing Informatica TDM
* Assists with modifications to our ALM environment which houses all our Quality Assurance test cases, test results and test defects
* Designs test automation scripts utilizing HP’s UFT tool and Python as assigned
* Test OTS owned Critical Data Elements within GEMS confirming data was entered with required supporting documentation
* Document all exceptions with supporting justification in clear and concise terms
* Follow established QA /QC policies and procedures
* Meet time sensitive deadlines working quickly and accurately

## Qualifications for assurance associate

* Demonstrated effective communication and interpersonal skills across multiple departments
* Some knowledge or experience of auditing standards or assurance standards used for sustainability/GHG reporting
* Bachelor’s Degree in health science related field (e.g., pharmacy, nursing, chemistry, biology, or engineering) and
* A minimum of 1 year in healthcare professional experience (e.g., clincial pharmacy, nursing)
* Has sufficient skills and knowledge in the use of computers and associated computer technology
* Good understanding of the market and industry regarding quality