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# Example of Business Analyst / QA Analyst Job Description

Our company is growing rapidly and is looking for a business analyst / QA analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for business analyst / QA analyst

* Supports the project management team in proactively identifying and communicating issues in scope or opportunities for work
* Review current processes that are being used by the operations and system teams
* Develop new process and/or changes to existing process to support overall metrics and SLAs
* Perform audits on process and/or documenting according to the audit schedule
* Write process/procedures for teams that need assistance
* Look for opportunities for continual improvement of processes, documentation and procedures
* Evaluate risk and employs knowledge/techniques in resolving organizational challenges
* Support the QA department, must be a team player
* Align processes/procedures that will ensure the organization is able to achieve the desired results
* Provide ideas and coordination for maturing of quality assurance program within the global MIS reporting team

## Qualifications for business analyst / QA analyst

* Experience working with native mobile applications
* 5 or more years of relevant QA technical experience
* 3 or more years of experience supporting eCommerce business systems
* Solid understanding of different software development methodologies (Waterfall, Agile)
* Develop requirements and user stories using BPMN representations and standard templates
* Validate solutions with customers/stakeholders