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# Example of QA Associate Job Description

Our company is searching for experienced candidates for the position of QA associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for QA associate

* Responsible for ensuring work area is clean and organized, which includes daily and monthly self-audit participation, corrective actions, and preventive measures
* Must follow all Safety procedures and Good Manufacturing Practices
* Regularly communicate with internal staff and customers through email and voice mail
* Developing, maintaining, executing and documenting tests on AXIS
* Documenting and reporting problems
* Liaise with developers resolve issues
* Ensuring the integrity of the test material
* Preparing versions for release to clients
* Assist with development and maintenance of in-house testing and tracking software
* Involvement in providing client access to software (module access, keys)

## Qualifications for QA associate

* No previous experience in software testing required
* Ability to review, analyze, and verify income documents such as personal tax returns, bank statements, credit reports
* Ability to lead cross-functional departmental teams
* Ability to effectively teach, coach and mentor
* Demonstrated knowledge and experience of Nonconformance & MRB (Material Review Board) processes, and FRB (Failure Review Board) processes
* Understanding of Test Readiness Reviews, Manufacturing Readiness Reviews