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# Example of QA Tech Job Description

Our company is looking for a QA tech. 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 QA tech

* Execute and analyse test results & defects
* Support post go-live testing of changes as required
* Be part of the delivery team that configures, customizes tests and delivers the product to our customers
* Build test plans for each delivery
* Perform internal UAT (user acceptance tests) and join customer UATs
* Configure and install the product
* Work hand in hand with developers for solving customization, configuration and customer issues
* Test both UI behavior and backend services and processes
* Mentor and guide Junior QA engineers
* Assists engineers in collecting, compiling, measuring, organising and recording data, and by writing procedures

## Qualifications for QA tech

* Strong technical writing skills with the ability to deliver high quality, professional documents
* Ability to draft policies, deliverables, and other documents independently, or with input from Subject Matter Experts and/or content managers
* Ability to create program templates and policy documentation
* Ability to conduct Quality Assurance on program deliverables and other controlled documents to ensure submissions are high quality and professional, SOW requirements are met, terminology is applied consistently across program documents
* Minimum 8 years of experience in software testing, including designing and implementing complex test plans and test cases
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