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# Example of Quality Assurance Analyst Job Description

Our company is hiring for a quality assurance analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for quality assurance analyst

* Develop and implement program quality plans, programs and procedures using quality control statistics, lean manufacturing concepts and six-sigma tools and analyses
* Reach out to other technical resources to trouble shoot and resolve complex issues
* Efficiently log and track Bugs in JIRA
* Maintains and updates database entry and maintenance in systems and applications within project deadlines
* Will analyze and interpret statistics and data collected
* Looking for individuals committed to continuous process improvement in order to maintain Quality Assurance standards and practices
* Monitor compliance with all SLAs and key contract requirements by collating data from a number of sources, independently evaluating data and identifying any potential compliance risks and determining level of risk
* Develop mitigation plans designed to minimize risk by documenting identified risk, analysis of relevant data to determine how to risk can be minimized or eliminated, documenting proposed mitigation plans, providing direction and support to functional area to implement plan and analysis of post-implementation performance data to evaluate efficacy of mitigation plan
* Perform project-wide risk assessments to identify any risks related to contractual compliance
* Draft, review, and/or revise incident and operational reports, policies, procedures, work instructions, materials for the project’s Knowledge Management System (KMS)

## Qualifications for quality assurance analyst

* Any experience with code or scripting is a plus
* 3 years of experience in QA and software application testing in an agile software development environment
* Bachelors Degree in Computer Science, Software Engineering, Computer Engineering or a relevant field of work or an equivalent combination of education and experience
* Certification in Software Quality Assurance or Software Testing
* Must be in good standing (no current corrective actions, written warnings, PIPs )
* Typically has 3 to 6 years of progressively complex related experience