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# Example of User Acceptance Testing Job Description

Our growing company is hiring for an user acceptance testing. 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 user acceptance testing

* Provide regular UAT progress and status to project stakeholders
* Provide certification and signoff of UAT
* Lead UAT team and interface with product and business leads for project delivery
* Represent UAT team with PMO and Technology Teams to ensure UAT participation and contribution in key initiatives
* Oversee standard process and procedure for UAT Plan, high-level UAT scenarios, and test case completion and documentation
* Ensure / Provide the necessary support for effective UAT-QA-DEV collaboration
* Participate in BRD creation process and ensure acceptance criteria is documented
* Ensure test data setup for UAT and to allow for Sanity Testing in UAT environment
* Enforce & participate in QA-UAT handoff by validating the entry/exit criteria for UAT
* Lead team in UAT Test Cases execution and standardized procedures supporting issue log and defect tracking

## Qualifications for user acceptance testing

* Excellent leadership skills with experience leading change and the ability to handle escalations of issues from other Operations associates
* Action oriented individual who uses strong time management skills to meet deliverables
* Analytical and organized individual responsible for managing multiple projects simultaneously, leading change within and outside of the organization
* Displays professionalism, emotional intelligence and composure across all circumstances, environments and with all associates
* Knowledge of project management methodology, analytical background with an understanding of milestones and deliverables management
* Work effectively in a team setting independently with minimal supervision and direction