Our company is growing rapidly and is hiring for a project quality assurance. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for project quality assurance

- Administers setup of projects in ALM following best practices and supports / trains project team on ALM as needed
- Prioritizes testing tasks based on goals and risks of projects and ensures testing milestones, activities and tasks are completed as scheduled
- Leads Quality Assurance analysts on assigned projects which include the creation and execution of test cases
- Documents and reports the QA status on all projects assigned
- Directs the activities of the QA analysts by providing technical and SME guidance, assistance and training
- Monitor, adhere, and ensure that QA team members understand and adhere to CRC/CGI, and CMS policies
- Observe QA team member performance from a quality and productivity perspective and identify performance issues and deficiencies to QA supervisor
- Monitor QA team member workload/tasks and assist the QA Supervisor with reassigning work as needed
- Responsible for QA team members achieving identified work quality and productivity measure determined by both QA Supervisor and QA Manager
- Demonstrate subject matter expertise in all assigned projects and tasks

Qualifications for project quality assurance

- Experience in managing project with experience in agency and/or bancassurance management life cycle

- Two years of relevant experience or five years of specialized experience
- Requires BS/BA in a scientific discipline with 5+ years of related experience in a cGMP environment, preferably in a project management capacity for pharmaceutical or biotechnology industries
- 5-7 years of prior Software Quality Assurance experience with 3+ years of experience as a QA Lead