



Example of Project Quality Assurance Job Description

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

Responsibilities for project quality assurance

- Prepares, Interprets, and clarifies eligibility policies and procedures
- Revises rules
- Develops, implements and maintains a vendor quality assurance program for the purpose of improving vendor performance
- Reviews performance data from multiple sources and performs trending and analysis of vendor performance
- Makes recommendations to the Quality Assurance Program Senior Manager for the potential implementation of subsequent actions and/or the issuance of Corrective Action Requests intended to resolve identified performance issues
- Attends contractor performance meetings as the primary Quality Oversight QA representative to ensure vendors' understanding of any identified quality related concerns/issues
- Interfaces with vendor quality assurance personnel to address performance deficiencies
- Prepares and issues vendor quality performance reports to key stakeholders which include, but are not limited to, business line operations, Safety, and Supply Chain Management
- Typically communicates with both internal and external contacts at manager organization levels
- Performs regression testing after system upgrades, database refreshes, tool upgrades, migration

Qualifications for project quality assurance

- Demonstrated ability to manage / coordinate QA efforts for a large program that spans multiple QA teams
- Must have strong analytical and interpersonal skills, outstanding written and verbal communication skills
- Excellent negotiation skills and proven ability to build partnerships with internal and external partners
- Strong understanding of Systems Development Life Cycle
- Knowledge of Oracle, SQL and DB2 databases