

SOFTWARE QUALITY ASSURANCE ANALYST

Department : Quality Assurance
Reports to : Quality Assurance Director
Division : Remote
Classification: Salary/Exempt/Full-time

JOB SUMMARY

The Software Quality Assurance Analyst is responsible for all tasks assigned to the QA Department, as well as being directly responsible for the Software Testing role of the QA Department.

ESSENTIAL FUNCTIONS

1. Responsible for software testing, maintenance of the QA backlog, maintenance of testing tools, user advocacy and release readiness reporting
2. Reproduces bugs in the various software environments
3. Designs, implements and participates in software hammer tests
4. Ensures bugs are relevant for future Sprint planning
5. Works with developers to investigate issues that need immediate attention
6. Tests bug fixes to verify the fix and to ensure that fixes did not cause other issues with software
7. Reports bugs while testing new features and releases, which may include exploratory testing
8. Examines new features from the user's perspective and suggests improvements based on testing and feature specifications
9. Ensures that issues are well documented
10. Obtains and tracks customer's datasets for testing issues that have been reported
11. Documents new features when time permits
12. Maintains regular, consistent and professional attendance, punctuality, personal appearance and adherence to relevant health and safety procedures
13. Upholds, safeguards and promotes Milsoft's' values and philosophy relating particularly to ethics, integrity and corporate responsibility
14. Any other duties that may be necessary or assigned from time to time. Such duties do not normally change the level of the job

QUALIFICATIONS

1. Bachelor's degree in Computer Science, Information Systems or Information Technology
2. Three years of information technology quality assurance and systems/application testing experience is preferred
3. Two years of automation or regression testing experience is preferred
4. Experience or familiarity with Agile tools and MSSQL
5. Knowledge and understanding of test plans, test cases, test procedures, test scripts and expected results
6. Strong analytical skills with high attention to detail and accuracy
7. Excellent verbal, written and interpersonal communication skills
8. Knowledge and understanding of technology testing: test planning and executing in systems such as Microsoft Test Manager (MTM) or QAComplete/TestComplete
9. Experience with one or more Agile tools used for tracking user stories or backlogs such as Visual Studio Team Server (VSTS)
10. Experience with web technologies including REST, JSON, and XML

Submit resume to hr@milsoft.com

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