

Quality Analyst

Job Description:

We are looking for an innovative and experienced Quality Analyst to join our team. The Quality Analyst is responsible for developing and supporting the planning, design, and execution of test plans, test scripts, and process plans for projects. The successful candidate will work closely with various departments to perform and validate test cases based on quality requirements, and recommend changes to predetermined quality guidelines. You will be responsible for ensuring that the end product meets the minimum quality standards, is fully functional and user-friendly.

Roles And Responsibilities:

- Develop and execute test plans to ensure that all objectives are met.
- Implement and monitor test scripts to assess functionality, reliability, performance and quality of the service or product.
- Identify and remedy defects within the production process.
- Recommend, implement and monitor preventative and corrective actions to ensure that quality assurance standards are achieved.
- Create documentation and report to technical team.
- Compile and analyze statistical data.
- Ensure that user expectations are met during the testing process.
- Draft quality assurance policies and procedures.
- Investigate customer complaints and product issues.

Skills And Qualification:

- A Bachelor's Degree in Computer Science, Information System or a related field.
- Experience in quality inspection, auditing and testing.
- Excellent communication skills, both written and verbal.
- Strong computer skills and knowledge of QA database and applications.
- Strong analytical and problem-solving skills.
- Meticulous attention to detail.
- Good interpersonal skills.