

Job Description – Quality Assurance Analyst

The Quality Assurance Analyst actively participates in all phases of the software development lifecycle helping in delivering and maintaining the TekSavvy solution at the top quality level.

About TekSavvy Solutions Inc.

TekSavvy Solutions Inc. believes in doing the right thing. For our customers. For our business. For our employees. We do this by treating people the way we would want to be treated. Fairly. Honestly. With respect and consideration.

Corporate Values

- In Leadership – Do what's right, even if it's tough
- In Collaboration – Leverage our collective genius, be a team
- In Transparency – Be real
- In Accountability – Recognize that if it is to be, it's up to me
- In Passion – Show commitment in heart and mind
- In Advocacy – Earn trust and business
- In Quality – Ensure what we do, we do well

Duties and Responsibilities

Under the supervision of the Director of Research and Development, the duties and responsibilities of the Senior Quality Assurance Analyst include but are not limited to:

- Review requirements and other project documents, provide feedback, time estimates and identify areas of risk.
- Create QA test artifacts (Test Matrix, Test Scenarios, Test Cases, Test Results)
- Execute manual and automated test cases.
- Investigate issues (found during test efforts or reported from production), log them into TFS and escalate.
- Ensure that processes are adhered to and provide suggestions for improvements.
- Provide visibility to development and project team regarding status of development/testing progress, and software quality.
- Participate in project release planning/delivery efforts.
- Monitor test, production and trial systems for errors.
- Setup and maintain Test environment.
- Produce performance comparison reports and establish performance benchmarks.
- Assist in training and mentoring of new staff.
- Prepare documentation such as deployment guides, trial guides and release notes.

Desired Skills & Experience

Minimum Qualifications

- College or University degree in Computer Science, related disciplines or equivalent experience.

Core Competency Requirements

- Ability to prioritize, manage and coordinate tasks in a pressured environment.
- Strong technical, analytical and problem-solving skills combined with ability to prioritize, multitask and coordinate efforts in order to achieve assigned goals.
- Result-oriented individual with positive attitude, motivated and capable to work under pressure of deadlines.
- Proficient in Windows Server environments.
- A team player willing to learn, apply and improve QA best practices consistently.