verticalbridge

Vertical Bridge Job Description

Job Title:	Quality Assurance Analyst	**Date:**	6/15/18
Department:	Information Technology	**Location:**	Boca Raton
Reports To:	Business Intelligence and Quality Assurance Manager	**FLSA Status:**	Exempt

Purpose:

The Quality Assurance Analyst will be responsible for ensuring a product or service meets the established standards of quality including reliability, usability, and performance. The successful candidate will work effectively with other members of the Vertical Bridge organization to make the overall Vertical Bridge IT team as efficient as possible.

Job Functions:

1. Initiate tests, analyze results, identify, and solve problems within existing and newly developed software
2. Support the software development and user community; developing reusable and precise test specification cases, processes, and standards
3. Responsible for developing and executing manual and automated tests processes, investigate and assist in problem analysis, and resolution of delivered software components
4. Work with department heads, Business SME's, and development teams to understand software functional requirements
5. Provide detailed test reports and metrics to document the status and any risk associated with current releases of custom software. This includes site and lease management software, related software modules (e.g., competitive market analysis), SharePoint-based workflows and myriad reports, models, and dashboards.
6. Review and interpret all documentation related to testing, including business requirements and functional design specifications, to provide input to the project team regarding the planning of testing activities
7. Provide work estimates based on scope of new and current features
8. Interact with developers to track defects from discovery through resolution
9. Simultaneously manage multiple projects and communicate project status to stakeholders
10. Work with a team of full time employees and contractors focused on implementing new information technology systems, improving existing systems and maintaining current systems

Supervisory Requirements:

None

Working Conditions and Physical Demands:

Position will work directly from the corporate office and will have minimal travel. Some weekend, off hour work required for maintenance and production releases.

Qualifications:

1. Four-year degree (BA or BS), preferably in information technology or related field required
2. Minimum 3 - 5 years of quality assurance or business analyst experience in a software development environment required
3. Minimum 3 - 5 years of experience writing manual and automated test scripts, plans and processes required

4. Required to understand Agile programming; working with shorter release cycle and continuous delivery environment
5. Ability to detect software failures, so that defects may be discovered and corrected
6. Strong knowledge of Quality Assurance techniques and tools
7. Knowledge of the cell tower industry or the real estate industry is a plus
8. Strong project management skills and the ability to prioritize tasks in a fast-paced environment
9. Must have demonstrated ability to establish and maintain effective working relations with internal and external clients
10. Must have ability to follow established company protocol and communication guidelines and work well within a team-oriented environment as well as being able to work independently
11. Must possess excellent written and verbal communication skills

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