

JOB SUMMARY

The Quality Assurance Analyst is an integral member of the Vadim QA team guarding the quality of Vadim products. This will be achieved by performing product testing and all related tasks in a team environment.

DUTIES & RESPONSIBILITIES:

- Analyze all inputs (including software specifications, customer input, development documentation and product standards) to create and maintain test cases.
- Perform acceptance and regression product testing using test cases.
- Document test results and collaborate on issues resolution.
- Learn, adhere to and improve QA related tasks and processes.
- Communicate with R&D and Customer Support teams to help improve overall quality of products and processes.
- Continuously strive to achieve thorough understanding of Vadim products and clients.
- Work effectively in a team environment managing multiple projects and requests.
- Additional tasks as determined.

GENERAL RESPONSIBILITIES:

- Demonstrate team spirit by encouraging a positive work environment and by contributing to a high performance team environment;
- Attend and participate in team meetings required and as directed from time-to-time;
- Abide by and adhere to the policies and procedures as generally practiced by the development team and company as a whole;
- Complete letters and/or email correspondences to staff, clients and partners as required;
- Complete timesheets;
- Assist others and always put forth your best effort with any individual or team related project;
- Other duties as assigned.

EDUCATION REQUIRED:

- A degree in Computer Science/IT, Engineering, Accounting or Applied Science or its equivalent.
- 2 years of software testing or related software analytical experience (preferred).

TECHNICAL KNOWLEDGE/SKILLS:

- Knowledge and experience in (formal) QA processes.
- Efficient command of SQL.
- Basic DB administration tasks.
- Documentation and Communication skills, written and oral.

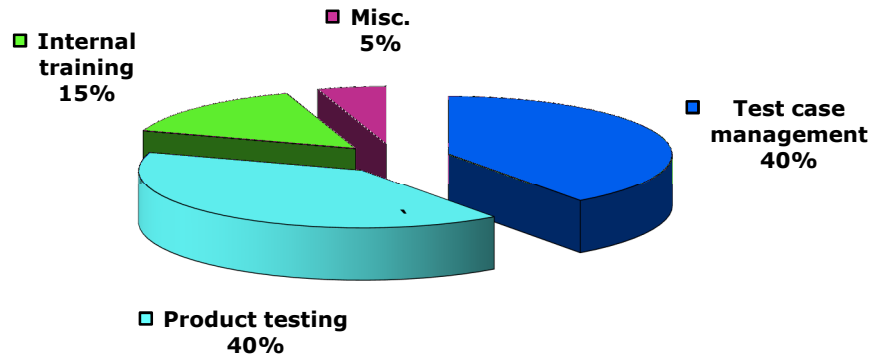
- Extreme attention to detail.
- Ability to consistently follow detailed procedures.
- Persistence, patience and creativity when facing problems.
- Effective handling of multi-tasking and deadlines.
- Strong analytical thinking

OTHER VALUABLE ASSETS:

- Direct experience with software development.
- XML skills.
- Experience with automated testing.
- Experience with testing web applications.
- Familiarity with GAAP and/or other accounting experience..

DISTRIBUTION OF TIME AND WORKLOAD

This position should put appropriate effort on tasks based on the following distribution graph:



Test case management	40%
Product testing	40%
Internal training	15%
Misc	5%
TOTAL	100%