

Job Title: Quality Assurance Analyst**Location: Portland, Oregon****Summary**

As a Quality Assurance Analyst, you will be responsible for testing newly developed and legacy software in accordance with company policy and procedures in support of client business operations.

Responsibilities

- Tests Windows-based applications using exploratory or chartered exploratory methodologies
- Follows test case execution instructions precisely and accurately reports on deviations and unexpected results
- Detects and recognizes aberrant or missing functionality in applications under test
- Develops base functionality test cases by evaluating functional specifications or by observing and comparing behavior in prior versions of software in the absence of documentation
- Develops regression test cases by evaluating and documenting discovered defects
- Sets up conditions, environment and/or data as required for base functionality testing
- Documents defects in clear, concise terms in a timely manner
- Communicates effectively through written and verbal means regarding defects and change requests
- Works closely with developers and others in a team environment to resolve issues

Technical Qualifications

- Required: Windows operating systems (XP Professional, Vista), MS Office applications
- Preferred: PVCS, Visual Source Safe, Progress, Crystal Reports, MS SQL Server, automated testing tools, C#, .NET framework

Personal Qualifications

- Possesses technical aptitude
- Ability to work both independently and as part of a team
- Possesses effective written and verbal communication skills
- Willingness to continue to learn as technologies change
- Ability to use intuition and logic to solve problems

Education Requirements

- Bachelor of Science degree in related area or equivalent work experience

Work Hours

- Members of the Quality Assurance team are salaried (exempt) employees and are expected to perform at least 40 hours of work per week. Specific hours are work driven and may require after-hours and weekend work at the request of the supervisor.