

Software QA Coordinator

Careerleaf

About Us

Have an eye for spelling, grammar and publishing errors? Love technical documentation (both reading and writing)? Think being branded detail-obsessed is a badge to be worn proudly? Your sock drawer is a work of meticulous art.

If this is you, AND you are passionate about the trials and frustrations of recruitment processes, Careerleaf wants to meet you!

Job Description

Working in software quality assurance, you will be responsible for ensuring our SaaS Job Board/ Recruiting Suite products meet the established standards of quality, including reliability, usability, and performance.

You pay attention to detail and use your excellent written and verbal communication skills to work with a team to analyze and solve problems. You're focused on using your good judgement to make smart decisions in planning and organizing QA processes, while always keeping the customer in mind.

Your main duties will be:

- Draft smoke-testing procedures
- Interpret and implement quality assurance standards
- Devise sampling procedures and directions for recording and reporting quality data
- Write test scripts, use case stories, and user acceptance test scripts
- Plan, conduct and monitor testing and inspection of materials and products to ensure finished product quality
- Prepare reports to communicate outcomes of QA activities
- Identify training needs and organize training interventions to meet quality standards
- Maintain document management systems for testing sites

Requirements

- Bachelor's degree preferred



- Certifications an advantage including Quality Auditor, Quality Engineer, Quality Improvement Associate, Six Sigma
- Software industry experience preferred
- Strong computer skills including Microsoft Office and databases
- Knowledge of tools, concepts, and methodologies of QA
- Knowledge of relevant regulatory requirements

Qualifications

- Attention to detail
- Planning and organizing
- Decision-making
- Customer service orientated
- Teamwork
- Communication skills – verbal and written
- Data collection, management, and analysis
- Problem analysis and problem-solving
- Judgement

Job Type: Full-Time

Application Information

<https://designtechjobs.com/jobs/software-qa-coordinator-in-toronto-ontario-ca/>