

JOB POSTING TEMPLATE

Date: 2021

Function: Information Technology

Job title: Intermediate Analyst, Testing

Manager title: Associate Director, Application Services

Job purpose

The Analyst Testing Analyst is responsible for monitoring every phase of the development process to ensure that the design and software adhere to company standards. Responsibilities also will include to check the quality and assurance of the product as per design and specification of the work.

Major accountabilities

- To study user's requirements, software requirement specification and design.
- To check and ensure that the work done is as per Project Specification, Method Statement and as per approved shop drawings
- To document test cases, test log
- To record test progress and results
- To discover bugs within software
- To identify, isolate, and track bugs throughout testing
- To identify any potential problems that users might encounter
- To perform manual testing
- To research and analyze product features being tested
- To review user interfaces for consistency and functionality
- To be responsible for products' quality improvement, monitor, data analysis, review and drive for corrective action plan
- To perform any other assignments assigned manager from time to time
- To research, study, compile and prepare material on quality control activities, processes and procedures

Specialized knowledge

Technical skills:

- Experience with implementation of corrective action program
- Strong computer skill including Microsoft Office and database
- Knowledge of tools, concepts and methodologies of QC
- Detailed, careful and fast-working

Soft skills:

- Communication skill: clear and accurate written and verbal communication is a must
- Ability to work as part of a team
- Analytical thinking
- Customer service orientation
- Conversation in English is preferred
- Experience working in a team-oriented, collaborative environment

Education and experience

Education: Bachelor's degree in IT

Experience: 2-3 years of Analysis Testing experience. Work experience in Insurance domain is advantage