

Quality Assurance Analyst Job Description

Duties and Responsibilities:

- Develop test plans and procedures on a product and make sure that requirements are met
- Carry out test on products to check quality and know if they are up to standard to be released in the market
- Detect issues or problems that will arise in production and proffer solutions to the problems
- Maintain and improve product quality by assisting in the manufacturing of the product, and collaborating with other members of the management team
- Develop new or modified products and engineering designs alongside manufacturing and training methods
- Prepare documentation, reports, and results based on the process of the test plan, mapping out the failures, stability, and corrective actions in production process
- Prepare annual budget, schedule expenditures, and estimate requirements for the sake of meeting with the quality assurance financial goals
- Review functional and design specifications of product to ensure full understanding of the goal a product is meant to achieve
- Ensure that approved products meet functional and design requirements
- May evaluate or analyze a proposed product to know whether the proposal can be possibly put to practice
- Monitor employees to make sure that they work according to the test plans and procedures
- Do their best for the benefit of the organization by managing the resources at hand and also handling quality issues in the most cost-effective manner

- Work with other personnel in the quality department, like the managers, engineers, employees, and other teams that exist within the organization.

Quality Assurance Analyst Requirements – Skills, Knowledge, and Abilities

- Education and Training: To become a quality assurance analyst, you require a Bachelor's degree in technical engineering, computer science, business management, or in other similar course
- Decision Making: Quality assurance analysts are expected to be precise in decision making
- Communication Skill: They are able to effectively relay information to quality assurance personnel
- Critical Thinking: They use logic and reasoning to identify problems before or when they arise.