



DDI Technology

Open Position

Job Title: Software Quality Assurance Analyst **Reports To:** Chief Information Officer

Department: Information Systems **FLSA Status:** Exempt

Location: Lexington, South Carolina **Hiring Range:** \$70k - \$90k

SUMMARY: The Software Quality Assurance Analyst develops and executes test plans, test scripts, and test reports required for software quality assurance; Assists with various duties; working closely with development, support, and sales teams to ensure that the products and services we deliver are of the highest quality; Assists with the quality assurance of facility services to ensure a safe and productive work environment.

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, with or without special accommodations.

BENEFITS: Benefits offered include: Medical, Dental, Life, Vision, Short Term Disability, Long Term Disability, Critical Illness/Cancer policy and a 401K.

Position Responsibilities:

- Assists in the analysis of design specifications in order to produce comprehensive test scripts and scenarios for expected results to be performed manually and using automated testing tools.
- Assists in the system, functional and regression testing of existing and new software enhancements to ensure they meet design specifications, business requirements and to identify any possible impacts caused by changes.
- Records and documents test results.
- Assists in the verification and evidence of reproduction of any reported faults in existing software.
- Assists in the testing of fixes required for reported faults, including tests for possible impacts from changes.
- Identify requirements for test environments.
- Communicates progress of testing activities to stakeholders.
- Tests modified computer programs to ensure that changes operate correctly, and changes have no adverse impact on programs or system operations.
- Seeks out training opportunities as appropriate to enhance knowledge, skills, and performance.
- Possesses in-depth knowledge of company products, services and applicable new product lines as developed.
- Ensures security, confidentiality, and privacy of information.
- Assists with new product deployment and ensures that the products delivered to our customers are of the highest quality.

- Performs other related duties as required and assigned.
- **Supervisory Responsibilities:** None

COMPETENCIES/KNOWLEDGE/SKILLS/ABILITIES:

The requirements listed below are representative of the competencies, knowledge, skills, and/or abilities required to successfully perform the job.

- *Education and/or experience* – A Bachelor’s Degree from an accredited college or university in relevant course area(s) and/or a minimum 3 years of experience working in a quality control/assurance/software testing; firm understanding of testing/product quality processes, and tools and methods; manual testing skills and the ability to write scripts; knowledge of automated testing tools would be an asset; Familiarity with Microsoft SQL Server and creating and executing basic SQL queries.
- *Interpersonal skills*- Strong interpersonal skills, highly collaborative, and able to give/receive critical feedback.
- *Problem solving and analytical skills:* The ability to address problems in a wide range of situations and seek solutions in a fair and consistent manner.
- *Communication skills* – Excellent written and oral communication skills; writes clearly and reads and interprets written information; presents numerical data effectively; speaks clearly and listens and gets clarification.
- *Teamwork* - Balances team and individual responsibilities and contributes to building a positive team spirit.
- *Ethics* - Treats people with respect; works with integrity and ethically and upholds organizational values.
- *Planning/organizing skills* - Prioritizes and plans work activities and uses time efficiently.
- *Safety, security and quality* - Observes safety and security procedures and uses equipment and materials properly; monitors own work to ensure quality and demonstrates accuracy and thoughtfulness.
- *Attendance/punctuality/dependability* - Consistently at work and on time; follows instructions and responds to management direction taking responsibility for own actions.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

The *physical demands* described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands of the position include close vision, distance vision, and ability to adjust focus; the ability to verbally communicate; use hands for typical office duties. Lifting requirements are minimal.

The *work environment* characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a typical office setting. The noise level in the work environment is usually quiet. A minimal amount of travel may be required.

To apply for this position, please submit your resume and DDI Job Application to the Human Resource Department: P.O. Box 2078 Lexington, SC 29071 / humanresources@dditechnology.com