

**POSITION TITLE:** Senior Quality Assurance Engineer

**DEPARTMENT:** Implementation Services

**REPORTS TO:** Quality Assurance Manager

**STATUS:** Full-Time Exempt

**POSITION SUMMARY:**

This is a full-time exempt position based in Homestead, Pennsylvania for the purpose to create test plans and data sets for software configured by Configuration Specialists or developed by Software Engineers.

Employees at CECity are expected to consistently demonstrate the following attributes; Commitment to excellence and customer service as demonstrated through accuracy, efficiency and timeliness in performance of assignments. Flexibility, team work, professionalism, effective verbal and written communication and a high-level of problem-solving skills are essential.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop Test Plans for large and small development projects.
- Serves as a testing and technical expert in multiple systems and often acts as a consultant to colleagues and customers on best practices and design testing standards.
- Develop Test Plans for products set up by Configuration Specialists.
- Automate new functionality into Regression test suite.
- Act as a resource to execute test cases.
- Work with Business Analysts to ensure all test plans are placed on our online file repository.
- Develop test plans for high-risk immediate tickets.
- Assist configuration specialists when necessary in the configuration of our products for customers.
- Train department staff in automation, SQL and test case design.
- Test daily tickets resolved by development.
- Provide feedback to Business Analysts on Functional Requirements regarding the testability and gaps in functionality.
- Develop clear bug reports so issues can be resolved by development.
- Participate in SCRUM meetings during testing phase and update team on open issues.
- Accurately track and report status of projects in the testing phase of development.
- Improves operations by conducting systems analysis; recommending changes in policies and procedures.
- Develop and maintain strong knowledge of CECity's products and services with the purpose of being able to accurately test products.
- Log and track requirements in CECity's roadmap system.

- Identify tasks on projects, as assigned, set timeline for assigned tasks and maintain status of the tasks within the project management system.
- Schedule and prioritize assigned tasks based upon CECity's priority and requested timeline.
- Ability to serve in the role of Quality Assurance Manager when the Quality Assurance Manager is out of the office or unavailable.
- Other duties upon request.

#### **REQUIREMENTS:**

- Bachelor's Degree or equivalent preferred.
- 5 years' experience in Software Development process.
- Proficient using Microsoft Office applications such as Excel, Word, PowerPoint, and Project.
- Skills in test planning, test design and test execution in all phases of the SDLC.
- Ability to explain concepts clearly in written and verbal communications to co-workers, end users and clients via email, phone, online resources and online conferencing.
- Ability to actively listen and to handle difficult or delicate situations with diplomacy and tact.
- Excellent organization, time management, and prioritization skills.
- Strong leadership with ability to take ownership for projects and results.
- **Physical requirements:** Must be able to see, hear, type and speak clearly.
- **Other:** Must be able to work extended hours and work well under pressure.