



## Software Quality Assurance Analyst

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**Department:** Development  
**Reports to:** Head of Testing  
**Location:** Newport News, Virginia, US  
**Hours:** 40 hours per week

### Summary

**Proactis**, located in Newport News, VA, is a leader in procurement and sourcing software and services for global businesses. We are currently looking for strong candidates that are interested to work in a challenging, fast-paced environment. The candidate must demonstrate strong problem-solving and analytical skills and possess the ability to adapt and learn quickly. Excellent communication skills are required as candidate will be working with several departments.

The Software Quality Assurance Analyst's role is to develop and establish quality assurance standards and measures for the software application services within Proactis. This individual will also gather and analyze data in support of business cases, proposed projects and system requirements. This will include writing test plans, scripts for tracking defects, fixes in product development and software application development. The SQA Analyst will apply proven analytical and problem-solving skills to help validate IT processes through careful testing in order to maximize the benefit of business investments in IT initiatives.

As a member of Proactis's agile, quality assurance team, you will be supporting our SaaS and/or Enterprise based solutions. This position will report to the Proactis Head of Testing and is based out of our Newport News, VA location.

### Primary responsibilities and accountabilities

- Participate in daily stand ups and bi-weekly planning sessions.
- Execute Functional, Smoke, Stress, Performance, Load, Regression and User Acceptance Testing.
- Create, execute and store test plans and scripts.
- Troubleshoot and log defects in bug tracking tool (Jira).
- Verify and revise quality assurance standards as needed.
- Must be able to work full time in Newport News, VA.

### Skills and experience

- Bachelor's Degree in Computer or Business-related fields.
- Minimum of one or two years of software testing experience.
- Strong knowledge of system testing best practices and methodologies.
- Experience testing in Agile development environment.
- Knowledgeable in full Software Development Life Cycle.
- Familiar with Automation tools and reporting software (Selenium, HP Performance Center).
- Proven data analysis, data verification and problem-solving abilities with keen attention to detail.
- Excellent PC skills and technically fluent in programming languages including SQL.



- Ability to prioritize tasks within the project and work with minimal supervision or guidance in a high-pressure environment.
- Excellent written and oral communication skills.
- Good listening, presentation and interpersonal skills.
- Ability to communicate ideas in both a technical and user friendly language.
- Experience working in a team oriented, collaborative environment.

## Application

To apply for this position, please forward a CV and covering letter to [proactishrus@proactis.com](mailto:proactishrus@proactis.com)