

## QA Coordinator

### Overview

Oversee a team of testers and coordinate testing. Create and maintain test plans and release notes documentation. Report status updates to project manager as requested.

### Responsibilities

- Coordinate testing with team and Systems Analyst
- Work with client during UAT
- Create and maintain test plans
- Manage tracking and resolution of issues
- Ensure project follows MERAK guidelines

### Skills

- 4 years QA experience.
- 3 years experience coordinating testing teams
- 3+ years experience with UML
- Strong process orientation and knowledge of the software development life cycle
- Excellent verbal/written communication and problem-solving skills.
- Experience working on large projects
- Extremely detail oriented.