**QA Leader - Job Description:**

Primary responsibility of QA Lead is to identify problems with software and its design. Close interaction with IT Manager, IT Supervisor, IT Leader is required.

Producing test plans, and test scripts as necessary based on project / ticket requirement

Assigning work to QA testers - based on priority, urgency, and release schedule.

Conduct regression testing on staging, and production environments for each software release cycle.

Integrate automated test procedures and tools, where necessary, to improve speed, and efficiency of testing tasks. Please note “automation” is not only about researching a tool. By automation, we refer to any activity, tool, or procedure that would allow team to work faster.

Establish QA procedures for all team members to use to test tickets. Ask questions as soon as requirements are available for analysis, and development to get good understanding on how to create test scripts.

Mentor QA testers, and assist team members to communicate as necessary when they are not clear on the requirements. Get any details as necessary from Developers at MS, or resources at MTL to ensure that QA team members fully understand scope of testing.

Have discussions with QA team members (i.e. schedule weekly meeting every Wednesday for example, or as needed) to understand their issues, and mention about any red flags, or concerns. Discuss feedback / results of meeting with IT Manager, and propose solution.

Act as main contact point for all QA work.

Prepare time estimation of QA tickets for each software release cycle.

Communicate testing progress to IT Manager, and raise any alerts to discuss about tickets during daily scrum.