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Job Description: QA Engineer

Department: Technology & Engineering
Reports to: Lead QA Engineer

Position Overview:

The QA Engineer at Admit One is responsible for ensuring the quality and reliability of our software products through structured testing and validation. This role involves designing and executing test plans, identifying bugs, and working closely with development and product teams to ensure that all releases meet functional and performance expectations.

The QA Engineer plays a key role in maintaining customer satisfaction and reducing post-release issues by catching defects early in the development cycle.

Key Responsibilities:

Test Planning & Execution:

- Develop and execute test plans, test cases, and test scripts for new features and bug fixes.
- Perform functional, regression, integration, and exploratory testing.
- Document and track defects using issue tracking tools.

Collaboration & Communication:

- Work closely with Developers, Product Analysts, and Project Managers to understand requirements and expected outcomes.
- Participate in sprint planning and product demos to stay aligned with upcoming releases.
- Provide feedback on usability, performance, and edge cases.
- Contribute to documentation of test coverage and traceability between requirements and test cases, in collaboration with the Technical Author.

Automation & Efficiency:

- Support the implementation of automated testing frameworks and scripts.
- Identify opportunities to improve test coverage and reduce manual testing effort.
- Assist in the creation and maintenance of UAT scripts and test documentation, ensuring alignment with product documentation standards.

Quality Reporting:

- Maintain detailed records of test results and defects.
- Provide regular updates on testing progress and quality metrics.
- Contribute to release readiness assessments.
- Flag documentation gaps that impact testing or release quality and collaborate with relevant teams to resolve them.

Skills and Competencies:

- Attention to Detail: Strong ability to identify inconsistencies and edge cases.
- Analytical Thinking: Ability to break down complex systems into testable components.
- Communication: Clear reporting of issues and collaboration with cross-functional teams.
- Tools: Familiarity with test management tools (e.g. TestRail, Zephyr), and automation tools (e.g. Selenium, Cypress).
- Desirable - Spanish, Portuguese, French, or German

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Reporting Lines:

- Reports to: Lead QA Engineer
- Works closely with: Developers, Product Manager, Product Analyst, Technical Author, Project Manager.

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