To apply, complete our online application at http://thenlp.com/careers/careers/hiring-software-quality-assurance-analyst/

Software Testing and Documentation

Are you looking to make an immediate impact in a fun and challenging workplace? Are you a go-getter that wants to be rewarded based on the results of your work? Do you enjoy working with the latest technology and learning new things? Would you rather be a valued contributor in a smaller company than be under-appreciated in a larger company? Do you enjoy working with a wide range of customers and projects?

If you answered YES to all the above, The Northlake Partners might be an ideal fit for you.

Role Summary
In Software Testing and Documentation you will be teamed with developers, project managers, and analysts on various projects and will be expected to test and document the developed features, functionalities and integrations associated with these projects. You will be working on our NorthScope application as well as other customer projects. We are looking for someone with 2+ years of software testing experience that possesses the attention-to-detail and insight necessary to successfully and efficiently test and document the complex features our software has to offer.

Key responsibilities include:
Software Testing - (60% of your time)
- Meet with designers before testing to ensure you understand how the feature will be used.
- Execute manual testing based on software test plans.
- Update testing progress within Jira.
- Ensure the software we release functions correctly and meets our quality objectives.

Documentation – Release Notes, On-Line Help, & User Guides - (20% of your time)
- Translate each released item into our weekly software release notes.
- Translate each released item into our on-line Wiki Help Site.
- Create and maintain user guides to provide instruction on how to accurately use the software.

Other Related Duties - (20% of your time)
- Assist our technical support team in finding software bugs.
- Convert "Bugs" into KB's that can be assigned to developers.
- Create, manage and maintain the test data for the test systems we use.
- Develop test plans and individual software test scripts to cover all the testing scenarios that must be tested.
- Review design documents for accuracy.
- Review and provide input into software specification requirements.

The successful candidate will have:
- 1+ years' experience in hands-on software testing required
- Strong organizational, analytic and problem-solving skills, with great attention to detail

- Excellent written and verbal communication skill to collaborate effectively in a team setting
- Ability to create concise and accurate reproduction steps for software bugs
- High level of initiative and personal accountability
- Ability to effectively execute in a high-pressure environment and learn quickly
- Ability to conform to shifting priorities, demands and timelines

Other Nice to Have Skills
- Experience with Jira
- Experience testing large applications (particularly ERP systems)
- Experience writing test plans
- Experience with test automation
- Familiar with software testing methodologies and best practices
- Basic knowledge of SQL

About The Northlake Partners
Located in Redmond, The Northlake Partners provides ERP software and consulting services throughout the USA, UK, Canada, and South America. We implement Microsoft Dynamics GP® and NorthScope™, our web based suite of modules for sales, distribution, inventory, purchasing, business analysis and more. We work across a wide variety of businesses, mostly in manufacturing environments. Our application is an extensive web platform that includes over 250 pages within 11 modules. We encourage you to reference our websites for more detail: GoNorthScope.com and TheNLP.com.

Corporate Culture
We value exceptional customer service, strong integrity, and hard work. We offer a fun and challenging workplace with support, encouragement and opportunities for training, development and advancement. We all get along and everyone is valued. We take pride in what we do, we work hard, and we have fun. We look for go-getters who share these values and want to contribute to a dynamic team.

Outstanding Benefits
- In addition to competitive compensation, we offer the following benefits:
- Paid medical, dental, and vision
- Paid short-term & long-term disability
- Paid Time Off and Holidays
- 401(k) Plan with an employer match
- Free food & drinks
- Professional growth opportunities

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Direct applicants only, please (no recruiters). NO RELOCATION AVAILABLE.