

## JOB DESCRIPTION

**Position:** Quality Assurance Manager

**Company:** TelDig Inc. (2960, boul. Laurier, Suite 120, Québec)

**Supervisor:** Mario Bisson, President

## BENEFITS

- Flexible schedule, competitive salary, great bonus and fringe benefits
- Spacious work place and nice atmosphere
- Encouragement for continuing education (refund program)
- Training offered in well-known schools
- Social activities and special events

## SUMMARY OF POSITION

As part of his or her job, the employee will have to:

- Ensure the compliance with the process, standards and rules in order to maximize the stability and integrity of the releases; create new processes, standards and rules, if required
- Adapt documentation and communication to the different levels of the organization
- Ensure the quality, the tracking and the compliance with the test schedule, the implementation strategies and the different quality assurance tests in order to conform and be integrated with all the technological platforms
- Identify improvement opportunities, submit and recommend solutions to optimize tools, processes and work methods
- Coordinate the agents' contributions to the technological projects
- Coordinate meetings to validate the evolution of the processes
- Identify the situations that can greatly impact the quality of the versions and releases
- Perform post-implementation tracking to ensure stability and, if required, collaborate on the prioritization and the verification of the changes with the agents involved
- Perform and contribute to the evolution of the controls and follow-ups regarding the process to implement all releases in production

- Ensure all nonconformity reports are thoroughly completed
- Identify all elements that must be present in the inspection plans

## REQUIREMENTS

- DEC or bachelor's degree in a related field
- 5 years of experience in business quality assurance
- English fluency (bilingualism mandatory)
- Very good knowledge of Microsoft Office tools
- Excellent investigation, analysis and synthesis skills
- Customer-oriented
- Good priority and stress management skills
- Structured, organized and very meticulous
- Ability to make decisions and follow through
- Very good interpersonal communication skills
- Ability to negotiate
- Result and efficiency-oriented

## CONTACT

To get more information, please visit [www.teldig.com](http://www.teldig.com) or contact Nathalie Corbeil, Executive Assistant, at 1-800-501-5554, extension 251.

Welcome at TelDig!