



## RxLogix Corporation

**Title:** Manager – IT QA ( SEPG & CSV)

**Location:** Noida, India

**Date:** 15<sup>th</sup> April 2020

**Job Status:** Full Time

### **Essential Duties & Responsibilities:**

**Note:** This opportunity is **not** a fit for the software testing professionals. The candidate must possess exceptional skills in MS Office, understanding of Software Industry and thorough understanding of Software development methodologies and practices. Certified ISO 9001:2015, ISO 27001 Auditor and AGILE SCRUM certified.

1. Quick learner and good team member with positive attitude
2. Good verbal and written communication skills
3. Would be responsible for supporting the upkeep of the QMS.
4. Establish processes, checks and balances to assure high quality of the company products and professional services
5. Ensure smooth conduct of internal audits and timely addressal of internal commitments
6. Drive continuous improvement efforts and defect reduction initiatives to establish an effective Quality Management System (QMS) wrt Engineering and Professional services
7. Support in making changes to the QMS and working with function heads to coordinate process creation, template creations and updates to existing processes/templates.
8. Support in rolling out Trainings with regard to Processes
9. Drive, Track and close Non Conformances raised across delivery groups as an outcome to process audits. Followups on audit outcomes and support in necessary documentation and connecting with action owners to drive closures
10. Coordinate and participate in the external audits/assessments.
11. Be accountable for reviewing and supporting key CSV deliverables - URS, Validation Plan, Test Plan, Traceability Matrix, Test Summary Report and Validation Summary Reports.
12. Reviewing of the Qualification scripts (IQ, OQ, PQ scripts, results and reports) deliverables for Software categories.

### **Minimum Requirements:**

1. Hands on experience in creating Process and maintenance of QMS
2. Worked in Agile / Scrum team structure
3. SCRUM MASTER
4. Certified Auditor -ISO 9001:2015 and ISO 27001:2013

### **Preferred Qualifications:**

1. BE/ B.Tech./ MCA/ from recognized institute with good academic score
2. IT Quality Assurance professional with **12years** of hands-on experience with IT industry as a Process champion, preferred from MNCs
3. Software engineering discipline
4. Worked in evolving the IT-QMS and possesses SOP/Template authoring experience



**RxLogix Corporation**

5. Certified SCRUM Master
6. Hands on experience on using MS office
7. Experienced in Documentation authoring, reviewing and requirement analysis
8. Well-organized and detailed oriented professional, with strong verbal and written communication skills
9. Must be self- motivated with ability to handle, organize and prioritize multiple tasks
10. Certified Auditor -ISO 9001:2015 and ISO 27001:2013

**Travel Expectations:**

0-5%