AIG

American International Company Limited
Invites applications for a

Quality Assurance Analyst

We are accepting applications for a Quality Assurance Analyst to work with the Operations Manager. The successful candidate will participate in the execution of the SOX annual test program, annually refresh the Business Continuity Plan, partake in Operational Risk Management and conduct reviews of system requirements. The individual will also have the primary responsibility of writing test plans, test conditions, test cases, executing those test cases, and recording defects in tracking software in support of the technical and compliance initiatives.

Duties and Responsibilities:
- Execution of the annual SOX – SAAE16 management test program
- Development and execution of formal test plans to ensure the delivery of quality software applications
- Involvement in test-planning, writing test cases/scripts, test case automation, as well as test execution
- Define and track quality assurance metrics such as defects, defect counts, test results and test status
- Participate in technical reviews of systems and system documentation as well as actively support the process improvement program
- Ensure compliance with standards and documentation requirements
- Maintain and update the annual BCP and BIA for all business units
- Assist in the Operational Risk Management process
- Ensure proper business and audit practices are adhered to
- Provide project status updates to IT management
- Perform related duties as assigned or requested

Qualifications and Experience:
- Bachelors degree in Business or IT preferred
- Minimum of 3 years experience with quality assurance testing methods and techniques
- Certified Information Systems Auditor (CISA) qualification preferred
- Familiarity with quality assurance testing methods and techniques
- In-depth knowledge of IT process control methodologies in support of SOX compliance
- Ability to develop and execute test plans successfully
- Understanding of business requirements, program specifications, and release notes in order to develop test plans
- Knowledge of testing tools, and a strong knowledge of systems life cycle development preferred
- Excellent time management and organizational skills
- Must be self-motivated with the ability to work effectively in a team environment
- Project and goal oriented with the ability to prioritize and manage tasks
- Excellent problem-solving skills, strong verbal and written communication skills, and strong analytical thinking ability
- Results focused, with ability to work independently

A detailed résumé should be sent in confidence to the:
Human Resources Generalist
American International Company Limited
P.O. Box HM 152, Hamilton HMAX
or email: hrbermuda@chartisinsurance.com
NO AGENCIES PLEASE

Preference will be given to Bermudians and Spouses of Bermudians
Applications must be received by June 11, 2013

American International Company Limited is an Equal Opportunity Employer