Quality Assurance Assistant

About Us:
StateFoodSafety, a division of AboveTraining Inc., was formed in 2008 to provide high quality online food safety training to restaurants, health departments, and other customers. We have since grown to serve customers nationwide, including hundreds of health departments in over 20 states.

Why Work for Us?
• Flexible, family-friendly, small business environment
• Meaningful work
• Exciting career growth opportunities
• Competitive benefits

About the Position:
The quality assurance (QA) assistant works with multiple departments to perform a wide variety of QA tasks. From comprehensive editing to proofreading to functionality testing, from online training materials to printed marketing materials to webpages, the QA assistant helps guarantee that the company meets the goal of providing “A Better Learning Experience.”

Responsibilities include:
• Editing
• Proofreading
• Functionality testing
• User testing
• Communication of findings
• Competitor research and analysis
• Project management
• *Other duties as assigned

Applicants must possess excellent attention to detail, strong organizational skills, and the ability to look at the big picture to identify possibilities for improvement and adherence to best practices throughout the organization.

Qualifications
• Trustworthy, cheerful, resilient, reliable, innovative, achievement and solutions-oriented, and committed to continual improvement
• Bachelor’s degree in English, English editing, Technical writing, Instructional design, or similar
• Excellent editor; familiarity with Chicago Manual of Style desired but not required
• Comfortable giving and receiving constructive criticism
• Comfortable with technology, including desktop and mobile operating systems and browsers; Microsoft Office (required); Adobe Creative Cloud (desired)
• Previous experience in the foodservice or retail food (grocery) industry a plus
*Due to the nature of QA, the workload may ebb and flow. Applicants must be willing and able to participate in other duties within the Product Development team, which will require extensive training with new software, research, writing, etc.

**Benefits**
- Health & Dental benefits
- 401K
- Flexible scheduling
- Life/Disability insurance
- Vacation
- Paid holidays
- Personal days

Please contact Linda Edlund at ledlund@abovetraining.com or at (801)805-1872 to apply.