



Salesforce Specialist

Mumbai, Maharashtra, India · 19 hours ago · 35 applicants



On-site · Full-time · Associate



Skills: Operations, Attention to Detail, +8 more

About the job

About BDA

BDA Partners ("BDA") is a leader in cross-border investment banking, advising on acquisitions, divestments, JVs, capital raising, and restructuring involving Asia. BDA has been majority owned and managed by its employees since it was established in 1996.

BDA has an extensive track record of providing independent advice to entrepreneurs, blue chip corporate and financial sponsor clients from North America, Europe and Asia.

BDA has teams of dedicated professionals located across Asia, the US and Europe with offices in New York, London, Mumbai, Singapore, Ho Chi Minh City, Hong Kong, Shanghai, Seoul and Tokyo. With more than 120 professionals, BDA has one of the largest and most experienced M&A teams in Asia.

BDA works across many sectors and has strong regional experience in Asia, with particular deep expertise in the Chemicals, Consumer & Retail, Healthcare, Industrials, Services, Sustainability and Technology sectors.

Role of the Operations & Systems Specialist

BDA is looking to hire an Operations & Systems Specialist with immediate effect to be based out of its Mumbai office. The role is global, reporting into the IT Director, based in

Responsibilities

Your primary responsibilities are centred on on-going data & reporting management and administration of key systems including Salesforce and Microsoft.

The successful candidate should be able to demonstrate strong capabilities in the following areas:

- Supporting both the IT Director in various projects concerning:
 - Salesforce
 - Data Analysis,
 - Data Entry including Data Loading,
 - Data, Record and Object Clean up within Salesforce,
 - SharePoint and Teams,
 - Google Sheets and Google Drive,
 - Excel and PowerPoint,
 - Power BI/Tableau/DataStudio
- Maximising knowledge transfer internally and with our partners, to facilitate fast and lasting dissemination of key lessons and best practices
- Creating and maintaining IT Training documentation including SharePoint sites, training documents, training videos and training sessions
- Building and automating advanced Salesforce.com reports for the benefits of Sector Heads, individual bankers, our Executive Committee, Partners, Senior Managing Directors and the COO, using BI tools, Google Sheets and Excel when required
- Using and integrating financial and operational data analytics to provide insight, critical thinking, and action-oriented direction to the company
- Developing advanced analysis on key Opportunity and Deal data, extracting relevant Salesforce.com data and manipulating in Excel/Google Sheets
- Displaying the data analysis in executive-friendly PowerPoint presentations
- Developing live data dashboards using data visualisation software, e.g. Power BI