

Salesforce Administrator - Work From Home



ClinicMind

Remote in Delhi, Delhi

➤ Easily apply

- This role requires a deep understanding of **Salesforce** best practices, excellent problem-solving skills, and a passion for driving sales success through...

Active 2 days ago · [More...](#)

Full job description

ClinicMind, the nation's leader in multi-specialty Electronic Healthcare Records (EHR) software and Revenue Cycle Management (RCM) services, seeks a Salesforce Admin. If you are self-driven and pay close attention to detail, we want to hear from you.

Responsibilities

This role requires a deep understanding of Salesforce best practices, excellent problem-solving skills, and a passion for driving sales success through technology.

- Customize and configure Salesforce to meet the specific needs of our sales team.
- Manage user profiles, permissions, and security settings.
- Develop and maintain custom reports, dashboards, and workflows.

- Collaborate with sales, marketing, and account management teams to ensure seamless lead-to-opportunity conversion.
- Provide ongoing training and support to all CRM members.
- Troubleshoot and resolve issues related to Salesforce functionality.
- Stay up-to-date with Salesforce updates and recommend new features or enhancements.
- Monitoring of data quality and integrity within Salesforce.
- Proficiency in Salesforce features and functionality, including Sales Cloud, Service Cloud, and Force.com platform.
- Ability to troubleshoot and resolve Salesforce-related issues efficiently.
- Strong problem-solving skills and the capability to analyze business requirements and translate them into Salesforce solutions.
- Collaboration with stakeholders and end-users to understand requirements and provide training and support.
- Integration of business processes with Salesforce.
- Customize Salesforce to align with business needs and enhance productivity.
- Ability to adapt to changing business requirements and technological advancements.
- Managing data, configurations, and documentation with high-level accuracy

Qualifications

- Four (4) years of experience as Salesforce Administrator
- Salesforce Administrator (ADM 201) certification is required.
- Advanced certifications such as Salesforce Advanced Administrator (ADM 211) or Salesforce Platform App Builder are preferred.

- Experience with Salesforce Communities, Marketing Cloud, or other Salesforce products.
- Knowledge of additional tools or platforms that integrate with Salesforce.
- Familiarity with Salesforce reports and dashboards, workflows, and process automation (e.g., Process Builder, Flow, and Apex).
- Experience with data migration tools (e.g., Data Loader, Data Import Wizard) and data integration techniques.
- Ability to prioritize tasks, manage multiple projects, and meet deadlines.
- Excellent verbal and written communication skills.
- Experience in Healthcare is preferred.