


Salesforce Administrator

Noida, Uttar Pradesh, India · 15 hours ago · Over 100 applicants

 Remote · Contract · Mid-Senior level

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About the job

Salesforce Administrator

Location: India (Remote)

Job Type: Contract (1 Year, scope of extension basis on performance and business)

Department: Digital Solutions Team

Role Summary:

The Salesforce Administrator will be responsible for managing the organization's Salesforce environment. This includes user management, system customization, data integrity, reporting, and supporting end-users. The role requires a proactive individual who can ensure the system operates smoothly, implements enhancements, and helps teams leverage Salesforce effectively.

Key Responsibilities:

System Management and Maintenance:

- Manage user accounts, profiles, and access permissions.
- Perform system backups, updates, and regular maintenance.
- Ensure system availability and resolve any technical issues.

Customization and Configuration:

- Create and manage workflows, validation rules, and process automation.
- Develop custom objects, fields, and page layouts as needed.
- Customize dashboards and reports to meet team requirements.

Data Management:

- Ensure data quality and integrity through regular audits and deduplication.
- Manage data imports, exports, and migrations.
- Maintain compliance with data privacy and security policies.

System Enhancement and Integration:

- Collaborate with stakeholders to gather requirements for system improvements.
- Work with developers and third-party vendors to implement solutions.
- Monitor and enhance integrations with other platforms, such as APIs.

Reporting and Analytics:

- Design and deliver reports and dashboards for business insights.
- Support teams in using Salesforce data to make informed decisions.

Key Qualifications and Skills:

- **Education:** Bachelor's degree in IT, Business, or a related field (preferred).
- **Certifications:** Salesforce Administrator certification (required); Advanced Administrator certification (a plus).

Experience:

- Proven experience as a Salesforce Administrator.
- Familiarity with Salesforce Sales Cloud, Service Cloud, and other modules.
- Knowledge of tools like Data Loader, Process Builder, and Flow.
- **Skills:**
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively with cross-functional teams.
- Knowledge of Apex, Visualforce, or Lightning components

Why Join Us?

- Opportunity to work in a dynamic, innovative team.
- Supportive environment for professional development.
- Competitive salary and benefits package.