Downloaded from <https://www.velvetjobs.com/job-descriptions/salesforce-admin>

# Example of Salesforce Admin Job Description

Our growing company is looking to fill the role of salesforce admin. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for salesforce admin

* Ensuring data integrity in Salesforce.com and across all enterprise applications
* Working in collaboration with and assist developers in delivering technical solutions that leverage functionality in our supported applications including Salesforce.com, Open CTI, Cameleon CPQ, Oracle Cloud CPQ and Kimble PSA
* Assisting in other activities, including data analysis and mapping, documenting technical design and requirements, etc, required to execute small- to large-scale Saleforce.com implementations, migrations, upgrades, enhancements and maintenance projects simultaneously
* Staying current with periodic Salesforce.com releases and leverage the updates to promote optimized technical solutions while maintaining cost effectiveness, system stability, security and reliability
* Proactively seeking opportunities for process improvement and promote best practices for application development, implementation, IT security and compliance
* Assisting in the training and development of new Salesforce.com administrators, developers and analysts
* Assisting with other IT Operations deliverables, as needed
* To Create and maintain fields, views, reports, dashboards, campaigns and other salesforce.com objects and functions
* To Create custom objects when necessary
* Handling on‐going customization/ alteration of Salesforce.com

## Qualifications for salesforce admin

* Fluency in Google Suite, Microsoft Office applications, especially Excel, PowerPoint, and Word
* Salesforce Admin Certification or equivalent experience
* Ability to be flexible and work in a fast-paced, dynamic environment
* Comfortable learning new technology systems
* Experience in managing or interfacing with clients/customers
* Health care experience or knowledge base highly desirable