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# Example of Salesforce Admin Job Description

Our growing company is looking to fill the role of salesforce admin. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for salesforce admin

* To Create new reporting capabilities and respond to ad hoc reporting requests as needed
* Maintaining System, Security and Integrity –
* Mapping salesforce.com hierarchy and territories in response to personnel changes
* To Reassign Accounts, Contacts, and Opportunities in response to personnel changes
* To Grant/ remove and maintain user licenses
* Maintaining security including sharing rules and security levels
* To Design, Create and maintain user roles, profiles and hierarchies
* To Monitor application storage usage and archive data as needed
* Checking Data Quality, Migration and Maintenance
* To ensure data integrity by merging duplicate Leads, Contacts, and Accounts

## Qualifications for salesforce admin

* Can require some non-standard hours as interaction in other time zones is required
* Strong expertise in working with standard clickstream analysis and business intelligence tools such as Google Analytics, Tableau, and other analytics platforms
* Certified as Salesforce Administrator (ADM201) or be able to successfully earn certification within 90 days of employment
* Ability to communicate effectively (in person, on phone and by email) with people on all levels and backgrounds
* Creating and maintaining dashboards
* Creating and maintaining reports including folder maintenance