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# Example of Salesforce Administrator Job Description

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

## Responsibilities for salesforce administrator

* Create and maintain training materials and user documentation as business and processes evolve
* Facilitate the day-to-day management of application as needed
* Coordinates the rollout of enhancements to the production environment, which includes coordination of all IT areas involved in the rollout
* Serves as an escalation point of contact for application users and trouble-shooting not related to system defects (investigate complex ‘how to’ questions)
* Keep up to date on CRM releases (patches, upgrades, ), CRM news and industry information
* Perform daily administration of data manipulation tasks such as data loading, merging of duplicates, ownership and task assignments
* Maintain user roles and profiles, security settings, access settings (User Profiles, Role Hierarchy, Sharing Rules and Security)
* Supports Corporate Marketing.s use of Salesforce, including assisting with mailing list generation/cleanup as needed and helping Marketing Dept
* Contribute to the administration of Kaspick’s marketing technologies including websites, survey software, email campaigns
* Create and maintain reports and dashboards in a complex 3-module org as needed for Finance, Management and Individual users

## Qualifications for salesforce administrator

* Experience managing developers in a systems analyst or project manager role
* Ability process many tasks at once
* 2 to 5 years administering Salesforce and other CRM Systems/tools
* BA/BS degree in Computer Science, Business or equivalent of 5-7 years of professional experience
* Assist the Programmer with the development of technical documentation of existing and future applications
* Create custom build reports for trend analysis using standard reports functionality Reporting Snapshot and Historical Trending