

SALESFORCE ADMINISTRATOR

In the subject line please indicate job title. If you are registered at a One-Stop Center and have a Career Counselor, please include their name.

To apply please send resume to:
boumediene.belhaoua@oconestop.com

Location: Irvine, CA

Experience Required: See below

Education Required: BS or related experience # of Openings: 1

Compensation: 90k-105k a year

Temp to Hire/ Direct: Direct

SUMMARY: In this role, your duties will include creating user accounts, maintaining our sales databases, and training staff on the effective use of Salesforce products.

REQUIREMENTS:

- Salesforce certified administrator or Salesforce certified advanced administrator.
- 2-3 years of experience as a Salesforce administrator in a similar environment.
- Extensive experience in the administration and maintenance of salesforce systems.
- Experience in performing salesforce upgrades and ensuring successful integration.
- Exceptional ability to create and maintain salesforce databases.
- In-depth knowledge of salesforce products and their functionalities.
- Proficiency in creating salesforce profiles, allocating roles, and managing access.
- Knowledge of importing sales data and generating salesforce reports.
- Ability to provide salesforce training and end-user support.

RESPONSIBILITIES:

- Ensuring optimal performance of salesforce systems and products.
- Upgrading and configuring salesforce systems for optimized integration.
- Managing Salesforce roles, profiles, sharing rules, workflows, and groups.
- Importing sales department leads, contacts, and other data.
- Maintaining the sales cloud, as well as building custom reports and dashboards.
- Performing database maintenance tasks, including diagnostic tests and duplicate entry cleansing.
- Evaluating and installing new Salesforce releases, as well as providing training and support.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. If you need special assistance to participate in this program, please call 949-241-4900. TDD/TTY users, please call the California Relay Service at (800) 735-2922 or 711. Please call 48 hours in advance to allow the One-Stop Center to make reasonable arrangements to ensure accessibility to this program.



SALESFORCE ADMINISTRATOR

In the subject line please indicate job title. If you are registered at a One-Stop Center and have a Career Counselor, please include their name.

To apply please send resume to:
boumediene.belhaoua@oconestop.com

- Documenting processes, including error reports and changes to field history tables.
- Preparing reports for Sales and other departments.
- The job includes other duties and responsibilities assigned by management.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. If you need special assistance to participate in this program, please call 949-241-4900. TDD/TTY users, please call the California Relay Service at (800) 735-2922 or 711. Please call 48 hours in advance to allow the One-Stop Center to make reasonable arrangements to ensure accessibility to this program.

