

CRM Administrator



Phone :

Web :

Job Summary

Vacancy :

Deadline : Jul 18, 2024

Published : Jun 18, 2024

Employment Status : Hybrid

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Who You Are

You are a problem solver with a strong attention to detail. As the CRM administrator you will be the technical owner and expert of our Hubspot CRM platform and the go-to person for reporting, troubleshooting, database management, and integrations. You will work with various stakeholders to optimize our CRM. You have direct influence on how we use our CRM and ensure that we are fully leveraging our technology stack.

What You'll Be Doing

- Own the administration of our CRM (Hubspot), including data management, reporting and troubleshooting
- Maintain system admin of integrated tools such as: Gong, Coefficient, Zoominfo, LinkedIn Sales Nav, Apollo, Smartlead and Aircall
- Monitor systems and troubleshoot issues (such as problems, outages and other usability issues)
- Implement best practice CRM processes and integrations
- Train, support and onboard users to HubSpot and our various technology stacks
- Regularly review settings and resolve system errors
- Build reports and dashboards that improve user productivity
- Monitor duplications and manage the deduplication process
- Manage hubspot workflows

What You'll Bring to Cardata

- Initiative
- Curiosity
- Self-management
- Adaptability
- Accountability

Required for this role

- 2-3 years of CRM Admin experience, specifically with Hubspot
- Hubspot Administrator Certificate
- Proven experience in setting up and optimizing marketing automation software and CRM database management
- Experience in Demandbase
- Ability to create dynamic dashboards and reporting
- Excellent communication and problem-solving skills
- Experience with a SaaS company a bonus

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
