

Salesforce Administrator



Phone :
Web :

Job Summary

Vacancy :
Deadline : Aug 12, 2024
Published : Jul 12, 2024
Employment Status : Remote
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

"Absorb is the unique type of organization that everyone should have the opportunity to experience at some point in their career. We're a company focused on learning, and every day brings opportunities to learn new skills and take on new challenges. What truly makes Absorb special, though, is working alongside people who are committed to being right there with you as you learn and overcome these challenges." - Aaron, COO

Are you a detail-oriented and tech-savvy professional with a passion for optimizing business processes? We are seeking a dynamic Salesforce Administrator to join our team! In this role, you will be responsible for managing and enhancing our Salesforce platform to ensure it meets the evolving needs of our sales organization. You will collaborate with cross-functional teams to implement innovative solutions, streamline workflows, and provide support to users. If you thrive in a fast-paced environment and have a proven track record of leveraging Salesforce to drive business success, we want to hear from you! Would you like to hear more about Absorb's remote-first work culture? Check out the video below:

[Absorb Culture - Absorb LMS](#)

What you'll do:

- Provide guidance when scoping and delivering Salesforce solutions to meet business needs
- Design and develop Salesforce configurations using best practices
- Apply configuration best practices to the current Salesforce.com implementation
- Create and maintain documentation on all processes and configurations
- Act as the main point of contact for all Salesforce related issues
- Identify, communicate, and manage risks on Salesforce related projects
- Manage User Acceptance Testing (UAT)
- Maintain Salesforce security models
- Actively participate in the development of a Salesforce managed package

What you'll bring:

- Bachelor's degree in business, information systems or a related discipline, or equivalent experience
- Salesforce certification is **mandatory**, multiple certifications are desired
- 4+ years of Salesforce.com administration experience
- Strong knowledge of the Salesforce.com architecture, best practices, and business processes
- Excellent understanding of advanced Salesforce configuration tools (e.g. flows)
- Experience building Apex Triggers, Batch Classes, Visualforce pages and components
- Experience building Managed packages and patch releases is an asset
- Proven analytical, problem-solving, negotiation, and decision-making skills
- Experience working and negotiating with Senior Executives
- Exceptional interpersonal, verbal, presentation and written communication skills
- Independent, self-starter, and comfortable working with ambiguity

Technologies we use:

- Absorb LMS, Salesforce (Lightning, Sales Cloud, DataLoader, Developer Console), Zoom, MS Office, Zuora, Conga, DocuSign, Zendesk, Jira

Are you ready to become an Absorber?

What we offer:

- Fully remote-first work with flexible work arrangements.
- Comprehensive Health and Wellness Benefits including retirement savings programs, eligibility for two different bonus plans, generous time off, comprehensive medical and dental benefits based on your country of location.
- New Hire Equipment Allowance and monthly Flex Allowance to support your success.
- Endless opportunity for career growth and internal mobility
- Employee driven DE&I programs
- Games room, meditation & yoga space, state of the art workplace for Absorbers in our Calgary office

Who are we?

Absorb Software is a remote-first company that provides online training solutions to leading organizations around the world. Absorb is a cloud-based learning management system (LMS) engineered to inspire learning and fuel business productivity. Our online learning platform combines forward-thinking technology built to scale as our customer's organizations grow. We empower learners to enrich their lives, workplaces and communities.

Our values are simple:

- **We achieve exceptional results by genuinely caring about each other and the work we do.**
- **We're united, and we grow through our commitment to elevating continual learning!**

Absorb is proud to be an equal opportunity employer, we celebrate diversity and are committed to creating a safe and inclusive environment for all our people. All employment decisions are based on business needs, job requirements and individual qualifications. In the event a current Absorb employee would like to apply for this role they will inform their supervisor prior to submitting their application. Successful candidates for this position will be subject to pre-employment background screening, including a criminal record check and must be able to show proof of legal eligibility to work in the country they have applied to without sponsorship.

Should you require any accommodation during the recruitment process, please indicate this on your application and we will work with you to meet your accessibility needs. For any questions, please contact us at accessiblecareers@absorblms.com

#LI-REMOTE

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
