



SALESFORCE ADMINISTRATOR

JOB SUMMARY

AgAmerica is hiring a Salesforce Administrator to join our growing team. This individual will be responsible for maintaining our existing Salesforce instance and helping to create and maintain best practices moving forward. This individual will report to the Director of Applications in the IT organization and will work closely with AgAmerica's Marketing, Production, Servicing, and Client Relations departments. Areas of focus will be production support, access management, reporting, org maintenance, and minor enhancements. The position will work with the project management office (PMO) and development teams to support application changes for users.

JOB DETAILS

Hire Date: ASAP

Position Type: Full time

Compensation: Salary negotiable based on experience, benefits package, and bonus structure

JOB RESPONSIBILITIES

- Serve on the team as a system administrator for the Salesforce environment with 100+ users
- Handle all administrative functions including user account maintenance, reports and dashboards, org maintenance, and other routine tasks
- Complete regular internal system audits and prepare for upgrades
- Manage Salesforce data feeds and integrations to other internal AgAmerica systems
- Review proposed solutions with consideration for the user experience, data integrity and ongoing maintenance
- Work with our PMO team to test and deliver enhancements using agile methodology and tools
- Assist in training new users and grow the Salesforce skill set across the organization

REQUIRED QUALIFICATIONS

- Bachelor's degree, preferred
- Salesforce administrator certification, required
- Pardot, DocuSign or Conga experience, preferred
- Strong understanding of the Sales Cloud Lightning platform, with the ability to propose technical solutions, control access, build reports, and other content of intermediate complexity
- A documented history driving user adoption
- Strong data management abilities

CORE COMPETENCIES

- Strong communication skills and professionalism
- A great sense of humor, enthusiasm, and creativity
- Strong attention to detail
- Creative and analytical thinker with strong problem-solving skills
- Ability to critically evaluate requests and propose technical solutions
- Ability to assess the impact of new requirements on Salesforce.com and all upstream and downstream applications, systems, and processes

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Updated: 12/16/2020

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EOE

This job description is not designed to contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or be assigned at any time.



AGAMERICA LENDING

AGAMERICA MISSION

- To know the farmer.
- To counsel the farmer.
- To provide a financial structure that allows the farmer to thrive in good times and to sleep well during tough times.
- To celebrate the critical role of the farmer in America, and to champion all that the American farmer represents in a changing world.

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