

WE'RE HIRING!



Junior Salesforce Administrators

Dominion Voting is searching for an motivated and passionate **Junior Salesforce Administrator** to join our team in either Toronto, Ontario, Denver, Colorado, or San Leandro, California. This position will be responsible for maintaining and customizing Salesforce and related cloud applications in order to fit the needs and goals of Dominion Voting Systems. The Junior Salesforce Administrator will also be responsible for training and supporting those who are utilizing the applications, which includes a global workforce in Sales, Marketing, Engineering, Operations, Finance, IT, and Human Resources.

Responsibilities

- Work with the Senior Salesforce Administrator in support of all Salesforce related tasks
- Identify, design, build, test and deploy solutions related to Salesforce and related applications, including custom objects/fields, page layouts/views, workflows/flows/processbuilder, security (users, profiles, roles) and all other aspects of Salesforce administration
- Troubleshoot, resolve and track Salesforce end-users issues
- Continuously monitor and ensure the highest possible data quality and completeness across Salesforce and related applications. Identify, design, build, test and deploy solutions to maximize data quality. Use data loader tools as needed.
- Create, update and maintain training documentation/media as needed
- Support user informational needs by creating and managing reports and dashboards.
- Learn features and requirements of new releases of Salesforce and related applications and participate in the testing, deployment, documentation and training of these releases.
- Collaborate with IT and other teams as needed to support data integrations between Salesforce and other business systems as needed.
- Assist with and complete special projects as assigned

Qualifications

- Bachelor's degree is preferred
- 1-2 years of experience working with Salesforce configuration and administration; Internship/Co-Ops experience will be considered
- Salesforce.com Administrator certification is required. Salesforce development experience is a plus
- Rootstock ERP administration experience is a huge plus
- Experience with CPQ applications is preferred
- Demonstrated abilities with workflows, page layouts, training, reports/dashboards, user creation/deactivation, data loading and all other "administrator" functions within Salesforce is preferred
- Must be self-motivated, have a strong work ethic, and be comfortable working in a rapidly changing and dynamic work environment
- Strong organizational skills to include multi-tasking and time management skills
- Excellent verbal and written communication skills
- High interest and passion for data management, data quality
- Ability to establish and maintain positive and effective relationships with colleagues and vendors
- Ability to analyze problems and identify potential solutions and preventive measures
- This position may travel up to 5% of the time.

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