**Job Title: Salesforce System Administrator**

**Job Summary**

7Strategy Group is seeking a Salesforce System Administrator to work closely with Product Managers, Architects, Test Engineers, Help Desk, Cyber Security, and the Navy customer to ensure the timely and effective delivery of enterprise Customer Relationship Management (eCRM) requirements. The Salesforce System Administrator is responsible for managing all aspects of Salesforce DevOps including configuration, customization and implementation of applications, 3rd party integrations, APEX Code, Skuid, Testing, and interface connections. Role also includes collaborating with internal stakeholders and team members to build solutions on the Salesforce platform that support Navy business requirements and processes for continuous improvement. The Salesforce Developer has proven experience with Apex code, Lightning components, Visualforce pages, and Salesforce APIs. Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.

* Serve as primary system administrator for the enterprise Customer Relationship Management (eCRM)
* Work with Salesforce Data Loader for data updates
* Handle all basic administrative functions including user account maintenance, reports and dashboards, workflows and other routine tasks
* Complete regular internal system audits and prepare for upgrades
* Manage Salesforce.com data feeds and other integrations
* Coordinate the evaluation, scope and completion of new development requests.
* Work with our institutional management team to establish suitable processes to support administrative, development, and change management activities
* Assist in training of new users, and grow the Salesforce.com skill set across the organization
* Effectively act as the liaison between our users, vendors and the application development teams
* Work independently with members of the user community to define and document development requirements

**Required Education**

* Bachelor’s Degree or higher in Computer Science or a technical discipline Required Years of Experience
* 5+ years, or 8+ years of additional relevant experience may be substituted for education
* Salesforce System Administrator Certifications
* CompTIA Security+ or equivalent certification completed – provide certificate

**Qualifications:**

* Must be a U.S. Citizen with the ability to pass CBP background investigation, criteria include but are not limited to:
* Salesforce.com Admin (ADM201 and ADM211) certified
* Proven ability to design and implement new processes and facilitate user adoption.
* Strong understanding of the platform, with the ability to build custom apps and objects, formula fields, workflows, custom views, and other content of intermediate complexity
* Strong understanding of Salesforce.com best practices and functionality
* Strong data management abilities
* A documented history of successfully driving projects to completion
* A demonstrated ability to understand and articulate complex requirements
* Experience with nonprofit processes preferred
* Previous experience working in a SCRUM or agile environment preferred

**Required Clearance Level**

* Must have Secret Clearance with the ability to achieve T5/T5R status, TS is preferred

**Responsibilities**

* Deep knowledge of Salesforce objects, data structures and understanding of how to implement them to fulfill complex process and reporting requirements
* Design, develop, test, document, and deploy high quality business solutions on the Salesforce platform based on industry best practices as well as business needs
* Manage the process of implementing improvements and new functionality in Salesforce applications
* Communicate and collaborate with other technical resources and stakeholders regarding status, technical issues and creative solutions
* Handle numerous projects/priorities using agile development methodologies and sound development practices to ensure the quality delivery of enterprise solutions
* Interface with business analysts and technical staff and be responsible for delivering complete work products
* Integrate Approved products into the overall platform and application architecture
* Research integration issues and work closely with team members on operational and development staff
* Research and development of new Salesforce prototypes and applications
* Research and keep current on Salesforce platform advancements and communicate trends and future needs from a business perspective
* Build client trust and respect, establish client relationships, and develop rapport with client
* Participate and engage in all team meetings
* Document best practices and operational procedures
* Facilitate continuous improvement across the development and delivery teams Minimum

**Qualifications**

* 5+ years of industry experience as a Salesforce Developer
* Must have demonstrable knowledge and practical application of Apex code, Lightning components, Visualforce pages, and Salesforce APIs
* Platform Developer II Certification and/or Salesforce System Administrator Certification
* Solid experience committing code & metadata to repositories
* Unique combination of being business-minded and highly analytical while also having a strong and deep technical background in the Salesforce platform
* Familiar with Release Management processes
* Experience with Agile Development lifecycles, requirements, and software documentation and associated Salesforce DevOps technologies/tools such as GitHub, Agile Accelerator, Flosum, Squid, data loader, etc. Knowledge of Agile methodologies.
* Ability to work on multiple tasks independently with minimal supervision and deliver results with aggressive timelines
* Must be willing to mentor others with less experience
* Excellent interpersonal skills, as well as excellent communication skills, verbal and written to both technical and non-technical audiences that are in a geographically dispersed environment with the customer and teammates
* Ability to speak and write English fluently, and can produce high quality technical documentation and analysis
* Demonstrated ability to meet deadlines, handle and prioritize simultaneous requests, and manage laterally and upwards
* Creative and analytical thinker with strong problem-solving skills
* Ability to critically evaluate information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low-level information to a general understanding, and distinguish user requests from the underlying true needs
* Ability to assess the impact of new requirements on Salesforce.com and all upstream and downstream applications, systems and processes

**Job Location**

Remote

**Retirement and Savings**

* 401(k) Savings with Match

**Time Off**

* Vacation
* Sick
* Holiday
* Jury Duty
* Bereavement
* Parental Leave
* Military Leave

**COVID-19 Considerations**

* 7Strategy Group has established a Telework policy in which all employees of 7Strategy Group work remote. As the COVID evolves the Telework Policy will be modified as required.*​*