

Company	Centrum Wealth Limited
Title	Sales Force Administrator
Relevant Experience	Min. 3-5 years in the role of Administrator of Salesforce CRM platform (preferably at a Financial Services Firm)
Education	MSc IT/ MCA/ MBA
Key Responsibility Areas (indicative)	Managing the Salesforce Platform – creation of profiles, workflows, custom dashboards, user access maintenance
	Providing the L1 support
	Understanding the business user requirements and converting the same into solutions on the Platform
	BA responsibilities for Other non-core applications of the Firm. - Basic documentation, BRDs/ FS to be prepared. First level QA/ testing also to be done.
	Coordination with Developer or related team members and the Infra team as and when required w.r.t L1 Support or Customizations / releases
Job location	Mumbai – Kalina (Work from Office)
Prerequisites	Good communication skills (Verbal & written) Wealth business know-how Knowledge of SF platform and its setup, configs, features, plug-ins to ensure full utilization of the platform.
Email id	Namrata.jashnani@centrum.co.in