

# Salesforce Administrator Job Description

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- Maintain and administer all Salesforce instances, including user access to data, security settings, and application configuration
- Administer users' permissions on objects, fields, and reports
- Manage the installation and maintenance of applications within Salesforce
- Create customizations for use with Salesforce
- Monitor system performance and identify issues
- Comply with the policies and procedures of the company in performing assigned duties
- Provide support to other administrators and help them resolve problems
- Report any incidents or errors to appropriate personnel
- Participate in training programs and courses
- Comply with internal processes and practices
- Have knowledge of the Salesforce platform
- Works effectively with others
- Support the organization's business goals
- Comply with organizational standards
- Follow established guidelines and procedures.