



Job Description

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Job Title Salesforce Administrator	Job Location Zanzibar City	Category -
Job Type Full Time	Job level Intermediate	Industry Real Estate

Open to Expatriates
Open to Expatriates & Local Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Real Estate: 3 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

We seek a full-time System Administrator who will manage all our internal systems, focusing on optimizing and supporting our Salesforce environment. The ideal candidate will work closely with all teams to ensure systems are aligned with our business processes and are functioning efficiently.

Responsibilities

Salesforce Administration:

- Manage and configure Salesforce to meet the evolving needs of the organization.
- Customize Salesforce objects, workflows, page layouts, and user roles/permissions.
- Handle data imports/exports and ensure data integrity.
- Support the team in Salesforce-related issues, troubleshooting, and training.

System Administration:

- Oversee the administration of other internal systems (CRM/ERP, Google Workspace).
- Monitor system performance and troubleshoot any issues.
- Ensure system security, including managing user accounts, permissions, and passwords.
- Regularly perform system backups and disaster recovery planning.

Business Process Alignment:

- Understand and align technology systems with the organization's business processes.
- Collaborate with stakeholders to gather requirements and enhance system functionality.

Support and Training:

- Provide technical support and training to team members on systems and applications.
- Ensure systems are user-friendly and meet operational requirements.

Education & Qualifications

- Bachelor's degree in information technology, Computer Science, or related field (or equivalent work experience).
- Proven experience as a System Administrator or similar role, with a strong focus on Salesforce administration.

- Experience with Google Workspace and large CRM/ERP systems.
- Knowledge of Salesforce configuration, workflows, security settings, and integration tools.
- Familiarity with database management and cloud systems.
- Strong problem-solving skills and ability to troubleshoot system issues efficiently.
- Excellent communication skills and ability to work collaboratively across teams.

Characteristics

- Salesforce Administrator certification.
- Experience with system integrations and API.
- Knowledge of data management, security protocols, and compliance.

Driving Licence

Not Required

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