



M A T C O

THE MAURITIUS ADMINISTRATION & TRUST COMPANY MATCO LIMITED

VACANCY: SALESFORCE ADMINISTRATOR

Our client, VAM Marketing Limited, carries out marketing and administrative activities for a global fund management company.

Purpose of the Role The Salesforce Administrator will be responsible and accountable for the deployment and ongoing support of our Salesforce solutions and projects from implementation.

- Responsibilities**
- Create user accounts, maintain sales databases and train staff on the effective use of Salesforce products and solutions while monitoring input quality
 - Oversee all aspects of user and licence management including new user setup/deactivation, roles, profiles, permissions and public groups
 - Resolve user support tickets
 - Identify and gather requirements from users and stakeholders
 - Support team members and monitor user adoption of Salesforce tools in the organisation
 - Provide ongoing user training and create training materials as needed
 - Create a set of useful MI reports
 - Work with sales and marketing teams to unlock the different tools and capabilities offered by Salesforce

- Requirements**
- Salesforce Certified Administrator or Advanced Administrator Certification
 - Proven work experience as a Salesforce Administrator
 - In-depth knowledge of Salesforce products and their functionalities
 - Extensive experience in the administration and maintenance of Salesforce systems

Profile

- Experience in performing Salesforce upgrades and ensuring successful integration with other platforms and tools
- Exceptional ability to create and maintain Salesforce databases
- A bachelor's degree in computer science would be beneficial
- Strong communication skills with the ability to discuss any issues with a wide variety of individuals and groups
- Capability to produce content on time, with attention to detail, and an emphasis on identifying business opportunities and pitching to a target audience
- A well-organised team player with the ability to perform various tasks, act individually and think creatively
- Familiar with Microsoft applications and Zoom
- Willing to learn and develop marketing skills
- Competitive and proactive attitude
- Fluent in English
- Proven track record of meeting project timelines
- A problem-solver with exceptional planning skills
- An expert at managing relationships

ABOUT MATCO

Established in 2005, MATCO Limited is a member of the VAM Group of Companies and is one of the leading independent management companies in the international financial services sector. Fully regulated by the Financial Services Commission in Mauritius, MATCO offers a plethora of services for Global Business Companies, Trusts and Funds, ensuring the added benefit of one-stop solutions to business management under one roof.

If you wish to apply, please send your motivation letter and CV
by email to hr@matcotrust.com
Deadline for submission: 31st January 2023