



SALESFORCE & DATA ADMINISTRATOR MELBOURNE

About the role

Due to ongoing growth in the business, Hub is now seeking a Salesforce & Data Administrator. Based in the CBD of Melbourne and reporting to the Business & Operations Manager, the role will initially focus on working within a project team to successfully implement and integrate Salesforce and a new ERP system (MYOB Exonet). Post implementation the role will then assume full responsibility for the administration and management of the two systems, including full responsibility for the management of data within the two systems. Further the role will also focus on i) evolving the functionality of Salesforce to ensure it supports and enhances Hub's sales and brand team's day-to-day processes and ii) working with sales and product data to provide insights that add value to Hub's sales and brand processes including online.

Desired skills & experience

The successful candidate will be an effective and reliable person who has experience working with data and systems in a commercial environment. They will also have experience managing people. The successful candidate will demonstrate the following:

- strong attention to detail and a thorough approach to his or her work
- ability to communicate and work with non-IT trained people
- Pro-activeness to investigate problems and deliver commercial solutions
- experience in managing a business' data requirements (required)
- Salesforce implementation/administrator experience (required)
- Knowledge or experience of MYOB Exonet (desirable but not essential)
- The right to work in Australia on a full time permanent basis

Primary Responsibilities

- Managing and maintaining Salesforce and MYOB Exonet end-to-end, including full responsibility for maintaining all existing data and new data uploads
- Ensuring seamless data integration between the two systems to enable a fully automated end-to-end sales and business processes
- Acting as the expert in the business to provide training and user support and working with the business to refine and improve the software functionality and user experience
- Developing Salesforce functionality to enhance Hub's go-to-market sales and brand tools

What we offer

- Analysing and working with sales and product data to provide value-adding insights to best position brand and production information
- Managing data entry/data uploading team members

Candidates with Salesforce accreditation and or implementation/administrator experience is essential for this role, as is an ability to demonstrate your Salesforce experience and knowledge in a commercial environment where you will work with non-IT team members.

About us

- Competitive pay rates
- Great staff discount across our products
- Recognition and rewards for outstanding performance
- Excellent training and professional development
- A vibrant, fast paced and fun work environment within a supportive team
- Career potential & growth

Hub Furniture Lighting Living is a privately owned family company with showrooms and offices in Melbourne & Sydney. We are proud to represent the very best international brands exclusively in the Australian market. We offer high-end products in furniture, lighting, flooring and accessories including art and sculptural objects. We are recognised for our friendly and approachable staff and for providing a retail environment that is welcoming and creative. Our position in the market is at the highest level and our team is expected to strive to always improve our benchmarks.

If this is you, apply now by sending your CV and one paragraph as to why you think you would be a perfect candidate to careers@hubfurniture.com.au