

**Censis Technologies, Inc.**  
830 Crescent Centre Drive  
Suite 610  
Franklin, TN 37067

615-468-8000  
888-877-3010 toll-free  
615-468-8003 fax  
www.censis.com

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**Job Title**

Application Systems Administrator (Salesforce)

**Employment Status**

Exempt

**Reports to**

IT Infrastructure Manager

**Position Summary**

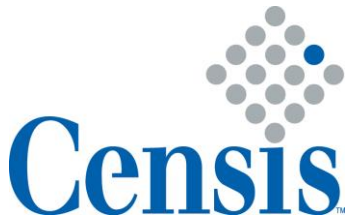
The IT Application Analyst is responsible for supporting the Salesforce product, other applications used internally, and analyzing data available across multiple systems for opportunities to benefit Censis Technologies and our customers.

**Specific Responsibilities**

- Develop reports for Sales, Operations and Finance managers
  - KPI's for board package based on requirements specified by managers
  - Internal reporting needs for Salesforce and other application data
- Perform integration and administration duties for Salesforce
  - Create New User Profiles and Monitor Access Levels
  - Import New Leads and Contacts
  - Install High-Priority Updates from Salesforce.com
  - Run Quarterly Database Maintenance Reports/Health Check/Adoption
  - Run tests and reports to keep an eye on the health of their database. These include field utilization reports, roles by profile reports, and several others.
  - Automations, workflows, validation rules
  - System Knowledge + Understanding
  - Must be a certified Salesforce administrator
  - Lightning Experience is a must
  - User Technical Support through cases and chat
  - Marketing Cloud utilization is a plus but can be trained
  - Evaluate additional add-ons and 3rd party software and subsequent integrations
  - Evaluate new release functionality and implement as appropriate
  - Implement mobile version
  - Integration with web site
  - Solutions database for improved Help Desk support
- Support other applications used internally by Censis Technologies

**Qualifications**

- Ability to complete tasks in accordance with aggressive project timelines



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- Strong problem solving skills, including during high pressure situations
  - Strong technical and analytic skills
  - Familiarity with supporting software applications
  - Ability to communicate effectively with internal
  - Ability to create clear technical documentation

### **Skills**

The Application Systems Administrator must be detail oriented and quality focused. This individual must be dedicated to finding ways to improve the company operations through data analytics. They must work well in a team environment.

### **Education**

Bachelor's degree in a related discipline or equivalent experience.

### **About Censis Technologies**

Censis Technologies based in Franklin, Tenn., is the industry leader in surgical instrument and asset management software. Censis offers multiple solutions, including CensiTrac, which is a highly advanced, web-based software system focused on maximizing OR throughput and regulatory compliance. Censis Technologies' software is deployed in hundreds of hospitals in the United States, Canada, and Australia.

To apply, please reach email [careers@censis.com](mailto:careers@censis.com).