

**Salesforce Administrator | Mexico | Office**



### About Sistema.bio

**Sistema.bio is a leading social enterprise operating in Latin America, India, and East Africa by bringing technology, training and financing to farmers.** Headquartered in Mexico City, Sistema.bio promotes a world where waste is a resource, and farmers are empowered and productive. **We manufacture, sell, install and finance our patented biodigester systems for small and medium scale farmers to convert their waste into economic, health and environmental benefits.**

By the end of 2021, our goal is to have installed biodigesters for over 200,000 people in 15 countries where they lack access to clean, renewable and cost-effective energy.

Sistema.bio is the 2019 Ashden Clean cooking Awards winner and the 2017 Buckminster Fuller Institute Finalist. Our Founder Alex Eaton is an Ashoka and Endeavor Fellow.

**You can be a part of this impact story!**

### Who is the Salesforce Administrator at Sistema.bio

Reporting to the Global Data + Systems Manager, you will be responsible for the ongoing development and optimization of our Salesforce deployment.

#### You'll be in charge of:

- Our Salesforce environment and our mobile CRM platform, as the primary System Administrator
- Handling all basic administrative functions including user account maintenance, profiles, reports, dashboards, security, workflows and other routine tasks

- Identifying, developing, and deploying new business processes working closely with our core teams: Technical Operations, Commercial and Admin/Operations
- Completing regular internal system audits and preparing for upgrades
- Playing a key role in the evaluation, scoping and implementation of new development requests
- Leading in training new and existing users, and grow the Salesforce skill set and adoption across the organization
- Partnering with our Data Analyst on initiatives to make data accessible and exciting across all of our country programs

## More about YOU

- You have a strong understanding of Salesforce best practices and functionality. Not only do you have a minimum of three years experience as a Salesforce administrator, but you're also Salesforce Admin certified.
- You're professionally bilingual in English & Spanish, with excellent written and oral communication.
- You love process. You ask the right questions to understand complex challenges, put them in perspective, and zoom in on details.
- You're curious and you love solving problems. You can handle speed of implementation with rigorous process.
- You have a proven ability to design and implement new workflows and facilitate user adoption.
- You care about data quality and you're excellent at data management.
- You enjoy working in dynamic, changing, multicultural (& multi-time zones) environment.
- Above all, you're passionate about empowering farmers through sustainable solutions in the clean energy and agriculture space!

## Bonus!

- You have Sales Cloud, Service Cloud and Developer certifications.
- You have Lightning experience.
- You have Tableau and SQL experience.
- You have previous experience working in a SCRUM or agile environment.

## What it is like to work at Sistema.bio

- **Passion and purpose:** working at Sistema.bio, you'll be able to work with a very passionate team and have a real social and environmental impact every day.
- **A growing team with growing opportunities:** Sistema.bio plans to double in the coming years. This growth is opening new roles, new countries, new departments that can keep offering new opportunities for our team's careers and aspirations.
- **Time in the field with the customer:** at Sistema.bio, we are passionate about knowing and serving our customers, small and medium-scale farmers. We want you to be able to spend time in the field with them and genuinely understand their problems, their everyday concerns and connect with them.
- **We care about your career progression:** we have a strong culture of training and investing in developing our people. As a Sistema.bio employee, you'll have weekly check-ins with your manager, access to training programs, and clear tracking of your performance twice a year.
- **Entrepreneurial culture:** Your ideas matter. We believe in people owning their projects and being able to take responsibility for them.

- **Work-life balance:** at Sistema.bio, we know you're at your best when you're rested and healthy, therefore we give you unlimited holidays, parental leave and give you options to work remotely when needed.

### Location, travel and start date

- Roma Norte, Mexico City, Mexico
- Traveling to Puebla state, 10-20% of your time
- Starting in early September

### What our employees say about us

Find out more: <https://sistema.bio/opportunities/>

### Do you feel that this describes you and want to apply?

Please apply in [this google form](#) where we'll ask for the following:

- A CV
- Answers to the questions below
- 2 references

### Here are questions to answer in your cover letter:

- What makes you unique?
- Tell us why your prior experiences make you the perfect fit for this role. Why now?
- What are the top values and priorities that guide your work?
- Why are you passionate about empowering smallholder farmers?
- What will it take for Sistema.bio to achieve true data quality by the end of this year? Be specific.