

ENTRY-LEVEL SALESFORCE DATA SPECIALIST

QUALIFICATIONS

- **Bachelor's Degree Preferred**
- **Basic proficiency with Excel/Google Sheets (formulas, pivot tables, data cleaning)**
- **Exposure to Salesforce (Salesforce Trailhead modules or coursework is a plus)**

JOB DESCRIPTION

As a Salesforce Data Specialist, you will receive on-the-job learning experiences and work collaboratively as part of a high-performing team. A few examples of Key Responsibilities in this role are:

- **Assist with Salesforce data migration projects, including importing, exporting, and transforming data using tools such as Data Loader, Data Import Wizard, or third-party ETL tools.**
- **Perform data cleaning activities (deduplication, normalization, formatting, enrichment) to ensure Salesforce data is accurate, complete, and consistent.**
- **Maintain and monitor data quality by running validation reports and identifying gaps or errors.**
- **Work with business teams to understand data requirements, mappings, and relationships across Salesforce objects.**
- **Support testing and validation of migrated data to ensure alignment with business rules.**
- **Assist in creating basic Salesforce reports and dashboards to analyze data trends.**
- **Document migration processes, field mappings, and data-cleaning procedures.**
- **Collaborate with Salesforce admins and analysts to improve system data quality and usability.**
- **Must be willing to learn Salesforce administration, reporting, and data management best practices.**

BENEFITS

- **3 Weeks of Paid Time Off for Full-Time Salaried Employees**
- **Sick Leave for Full-Time Salaried Employees**
- **100% Employer Provided Health Plan**
- **Relaxed, Informal Work Atmosphere**
- **Open to Either Full-Time or Part-Time**
- **Employee-Friendly Culture That Prioritizes Work-Life Balance and Employee Health**

ABOUT CANOPY

Canopy Management Consulting Group was established to utilize extensive industry experience and harness technological innovation to drive client success. We've seen and experienced how complex business and governmental issues can result in significant organizational cost and, just as importantly, negatively impact customer experience. We don't just work to provide our clients with answers; we guide them through the real impacts of change that can be the difference between success and failure. We have extensive experience in the public and private sectors, and our specialty consulting areas include information technology, Salesforce development & implementation, grants management, finance and administration, procurement, and organizational change management.

