

# Advertisement – Salesforce Administrator



June 2026

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Join Foodbank Victoria as a Salesforce Administrator and play a pivotal role in supporting and enhancing a platform that underpins real community impact. In this dynamic role, you'll oversee the day-to-day administration and continuous improvement of Salesforce, working closely with the CRM Applications Lead to deliver user support, maintain data quality, and drive insightful reporting.

You'll also contribute to system configuration, training, and key projects that improve organisational efficiency. This is an exciting opportunity to strengthen Salesforce capability across the organisation, boost user adoption, and help integrate smart technology solutions that enable Foodbank Victoria to operate more effectively and maximise its impact.

## Why Foodbank?

Whether it's everyday emergencies or in times of crisis, Foodbank Victoria has been providing vital food relief to vulnerable Victorians for 96 years. We deliver food to people who need it in three different ways: in partnership with our charity partners, through schools and via our regional Community Food Centres.

Across our network of over 450 charity partners and 1400 schools throughout Victoria, we have distributed over 25.1 million meals in the last 12 months and are currently feeding 76,000 Victorians a day.

While supporting our charity and school partners is at the core of what we do, as the state's dedicated emergency food relief organisation, we're also here to assist Victorians through natural disasters, pandemics and the 'invisible disaster' caused by the ongoing cost of living crisis.

## Why we are right for you?

Our people come for a career and stay for the mission!

You will join an organisation full of passionate and creative people who champion and invest in the vision of helping to fight for a food secure future for all Australians.

We strive for a diverse and inclusive workforce, fostering a culturally safe and supportive environment where everyone can bring their whole self to work.

Our locations span across metro and regional Victoria including Altona, Brooklyn, Ballarat, Morwell and our CBD support office but the warmth of our culture is unified across all sites.

## Imagine a future with us:

- Provide day-to-day Salesforce administration and user support, including managing user accounts, profiles, permission sets and access requests, and acting as the first point of contact for support requests.
- Support Salesforce environments, including Sandbox management, system testing, deployments to Production, release and change management.
- Maintain Salesforce security, data integrity and platform health, including backups, API governance, monitoring system performance.

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- Create and maintain reports and dashboards, support data analysis requirements, and perform data management activities.
- Support automation and continuous improvement to identify opportunities to streamline and automate business processes.
- Develop user guides and training materials, deliver onboarding and refresher training, troubleshoot issues, escalate where required, and promote adoption of Salesforce best practices.
- Assist with project scoping, development and implementations in Salesforce.

### Why you're right for us:

- You want to be a part of a brand that's been around for 95 years and genuinely share our passion for our vision of healthy food for all.
- Able to live and breathe our values of empowerment, accountability, integrity, respect, diversity and equality.
- Relevant qualification in Information Technology, Business Systems, or equivalent practical experience, with Salesforce Administrator Certification (mandatory) and Platform App Builder Certification (highly regarded)
- Demonstrated experience administering Salesforce (1–3 years) within a business environment (non-profit preferred), including security management (users, profiles, permission sets and access controls)
- Strong understanding of Salesforce Platform Configuration and Declarative Automations.
- Experience in building, maintaining and troubleshooting complex Salesforce Flow automations.
- Experience working with Sandbox environments, system testing, deployments to Production, and Salesforce data management (imports, exports, cleansing and deduplication)
- Exposure to Salesforce integrations, third-party applications, Agentforce Marketing Cloud or any other marketing automation tool (desirable), and understanding of governance, change management and documentation practices

### We can offer you:

- Access to salary packaging benefits to increase your take home pay.
- Team member engagement above 75%.
- An organisation focused on employee wellbeing.
- Supportive team environment that embraces change and innovation.

### Keen to apply?

- Please review the Position Description on our website in the 'Careers' section at [www.foodbankvictoria.org.au](http://www.foodbankvictoria.org.au) and get to know us before you apply.
- Email your application to [employment@foodbankvictoria.org.au](mailto:employment@foodbankvictoria.org.au)
- Applications to include an up-to-date resume and cover letter.