

Job Description- Zoho Developer

Job Title: Zoho Developer

Experience: Minimum 5 Years

Age: 28 to 35 years

Type of position: Full -Time

Education Requirement:

- Bachelor's degree in **Information Technology, Computer Science, Business Administration, or related field.**

Location: Jaipur

Experience Required:

Must Have:

- 5 years of experience as a **Zoho Administrator**, preferably in a SaaS or business operations environment.
- Execution of minimum 10 of **Zoho customization, automation, workflows, and modules.**
- Experience in **Zoho integration with third-party applications** using APIs and tools like Zoho Flow or Zapier.
- Familiarity with **data migration, user management, and system administration** within Zoho.

Desired to have:

- Zoho certifications (CRM Admin, Zoho Creator, Zoho Flow) are a plus.

Specific Skills:

Must Have:

- Strong communication skills with the ability to work cross-functionally.
- Excellent problem solving, analytical thinking and collaboration skills.
- Good knowledge of python and Zoho Deluge.

Job Summary:

We are looking for a skilled **Zoho Administrator** to manage, customize, and optimize our **Zoho One and associated Zoho applications**. In this role, you will be responsible for **implementing, integrating, and configuring Zoho solutions** to streamline business processes, improve operational efficiency, and support cross-functional teams.

You will collaborate with sales, marketing, support, and IT teams to gather requirements, design solutions, and ensure seamless execution of Zoho workflows and integrations. If you are passionate about leveraging Zoho's ecosystem to drive business productivity, this role offers a great opportunity to make a tangible impact.

Job Description:

- Manage and maintain **Zoho One and other Zoho applications**, ensuring smooth daily operations.

- Customize modules, workflows, dashboards, reports, and layouts to meet business requirements.
- Implement and configure new Zoho applications and features as per organizational needs.
- Integrate Zoho with third-party tools, APIs, and internal systems to streamline processes.
- Collaborate with stakeholders to gather requirements and translate them into effective Zoho solutions.
- Monitor system usage, troubleshoot issues, and provide support to end-users.
- Conduct user training sessions and create documentation for processes, workflows, and best practices.
- Ensure **data integrity, security, and compliance** across Zoho applications.
- Stay updated on Zoho product updates and recommend improvements to enhance productivity.