



<https://evergreen.partners/careers/admin-hub/>

Enterprise Administrator – HubSpot

Position Overview

As an Enterprise Administrator – HubSpot with Evergreen Healthcare Partners, the person in this role will bring a deep understanding of HubSpot's functionality, the ability to drive innovative solutions, and a passion for helping professional services organizations transform their sales and recruiting operations. The HubSpot Administrator will be responsible for managing and optimizing HubSpot customer-relationship management (CRM) and applicant tracking systems (ATS) for sales, marketing, and recruitment processes, ensuring data integrity, automation, and seamless integration with other business systems for our initial implementation of the technology. Post implementation, this role will focus on identifying opportunities for innovation, optimizing system usage, and ensuring that HubSpot is delivering maximum business value. The ideal candidate will be a strategic thinker with deep Hubspot expertise, an eye for process improvement, and a passion for leveraging technology to solve business challenges.

The person in this role actively contributes to our culture of belonging, where everyone feels welcome and supported. In addition, this person embraces Evergreen's goal of being the "Best Place to Work" through building relationships, working collaboratively, and embodying our company's values (Care Personally, Extend Grace, Be Responsive, Take Ownership, Be Transparent, Innovate).

This position reports to the VP of Digital Operations. Work can be done either in-person in our Middleton, WI office, fully remote, or hybrid.

Essential Functions

Implementation

- Collaborate with internal stakeholders and external implementation partners to support the configuration and deployment of HubSpot for Sales and Recruiting functions.
- Participate in system design workshops and ensure business requirements are accurately reflected in system configuration.
- Assist with data migration, integration testing, and validation.
- Develop and execute test plans for system functionality and data accuracy.
- Identify and escalate risks or issues that may impact the implementation timeline or quality.
- Coordinate with functional leads and business units to manage change requests and ensure system alignment with business needs.

Innovation

- Serve as a trusted advisor to senior leaders on HubSpot innovation and digital transformation strategies.

Hiring organization

Evergreen Healthcare Partners

Job Location

6720 Frank Lloyd Wright Ave, Suite
200, 53562, Middleton, WI, USA
Remote work possible

- Identify emerging HubSpot functionalities, trends, and best practices that align with organizational goals.
- Develop and deliver innovative solutions to improve business processes, leveraging HubSpot's full capabilities.
- Partner with key stakeholders to create a HubSpot innovation roadmap that supports continued digital transformation initiatives.
- Provide thought leadership on optimizing HubSpot to solve business challenges and increase operational efficiency.

Support

- Manage day-to-day system administration and operations of the HubSpot platform, including security, user access, business processes, and reporting.
- Configure and maintain HubSpot modules to support business processes.
- Provide support for HubSpot-related issues, troubleshoot system errors, and implement solutions.
- Ensure data integrity and accuracy through regular audits, data validation, and clean-up processes.
- Build and maintain custom reports, dashboards, and analytics to support business decision-making.
- Coordinate system updates and enhancements, including HubSpot releases, and lead testing efforts.
- Collaborate with Sales and Recruiting teams to ensure CRM and ATS systems meet business needs.
- Create training materials, conduct user training sessions, and maintain up-to-date system documentation.

General

- Uphold Evergreen's mission (Create authentic partnerships that improve healthcare) and values (Care Personally, Extend Grace, Be Responsive, Take Ownership, Be Transparent, Innovate).
- Cultivate meaningful relationships across Evergreen and with external partners.
- Embrace radical candor by developing relationships across Evergreen and providing direct feedback and recognition at all levels.
- Communicate in meetings, one-on-ones, and daily interactions with clarity, purpose, and respect for the individuals involved in the discussion.
- Participate in or lead cross-functional projects.
- Coordinate and support company-wide programs and special projects.
- Serve as subject matter expert for your team and role.
- Support colleagues and Evergreen's growth by participating in hiring, onboarding, ongoing training, and other duties as assigned.
- Participate in the development, documentation, and improvement of processes, procedures, and policies, in alignment with Evergreen's mission and values.

- Assist and back up other colleagues when necessary.
- Embrace change as Evergreen scales systems and processes.
- Attend Evergreen's in-person annual retreat one time per year.

Qualifications

Required Qualifications

- Three to five years of related hands-on HubSpot administration or other CRM administration experience (implementation experience preferred).
- Strong understanding of Customer Relationship Management (CRM) systems and sales operational business processes (HubSpot CRM preferred)
- Experience working in or in support of professional services organizations preferred.
- Experience with Applicant Tracking Systems (ATS) and familiarity with recruiting functions preferred.
- Strong understanding of data management, reporting, and automation.
- Proficiency in project management principles and methodologies.
- Ability to collaborate with cross-functional teams.
- Intermediate knowledge and experience using Microsoft 365 products: Word, Excel, PowerPoint, Teams, and Outlook, along with experience using CRM and ATS systems and other relevant software applications.
- Excellent interpersonal skills with the ability to manage sensitive and confidential information with professionalism and diplomacy.
- Ability to establish and maintain effective working relationships with diverse groups of team members, managers, and vendors.
- Demonstrated commitment to put forth consistent effort and successfully complete assigned tasks in a timely manner without sacrificing quality.
- High attention to detail, including strong time management, analytical, organizational, and active listening skills.
- Ability to contribute to a positive working environment.

Preferred Qualifications

- HubSpot certifications (HubSpot CRM, HubSpot Marketing, etc.)
- Familiarity with recruitment processes and KPIs.
- Basic knowledge of **HTML, CSS, or JavaScript** for email templates and form customization.
- Experience working in or supporting professional services organizations.

Other Required Qualifications

Should you travel on-site to a client site, or a partner of Evergreen, and specific vaccinations are required by the client/partner, Evergreen does require our staff to meet these requirements. If you cannot meet the requirements, you might be asked to provide religious or medical accommodation pursuant to the state and federal law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Salary Range

\$ 75,000+ depending on experience, in addition to bonus eligibility and a comprehensive benefits package.

Work Hours + Travel Requirements

Evergreen's core working hours are 9am – 5pm Central Time, and most of our internal meetings take place during this window. If remote, travel might include annual visit to Evergreen's headquarters in Middleton, Wisconsin.

Physical Demands

Prolonged periods sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at a time.

Work Authorization Requirements

Evergreen is interested in every qualified candidate who is eligible to work in the United States. However, we are currently unable to sponsor work visas. At this time, candidates must reside in the U.S. to be eligible to work at Evergreen Healthcare Partners.