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# Example of Office Services Coordinator Cover Letter

655 O'Hara Green  
Hermanberg, MS 53419-4071

**Dear Corey Tromp,**

I submit this application to express my sincere interest in the office services coordinator position.

Previously, I was responsible for administrative support to office leadership, structured with all responsibilities factored in, plus size of office and team.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* High school education with working knowledge of Microsoft Office (Word, Excel, PowerPoint), and email/calendar/invite using Outlook
* Manages and monitors the janitorial services under contract to make sure that they are following the janitorial specifications that they are given to do under contract to do to keep all branches and offices in pristine condition
* Manages the landscape services under contract to esnure all lawns and landscape beds are kept to the standards that the bank demands
* Coordinates and manages obtaining quotes for repairs
* Administers contracts with vendors for building services
* Approves invoices for building services
* Manages inventory of carpet, mats
* Inspects and monitors facilities to ensure that bank standards are met

**Thank you for your time and consideration.**

Sincerely,

Quinn Deckow