

# Admin Manager Cover Letter

774 Jacob VillePort Shirlee, KY 50389

**Dear Quinn Wisozk,**

Please consider me for the admin manager opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for operational support to staff including guiding them on the Bank's policies and procedures on operational matters.

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:

- Previous exposure or involvement in group health & dental industry
- Exceptional customer focus skills- able to see the impact of decisions and actions on both the plan sponsor and member and shape direction accordingly
- Advanced critical thinking, problem solving and decision making skills
- Demonstrable management experience in Pensions Administration
- Experience of client revenue generation and fee negotiation
- Strong team player to work closely with other Administration Service Managers and with the wider Mercer Outsourcing Management Team
- Completion of college educational program in IT Security or Computer related field from a recognized community college or university is considered an asset
- Some knowledge in Microsoft Visio is considered an asset

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

River Funk