

Admin Team Leader Cover Letter

69469 Sierra LoopHyattstad, MN 19327-5595

Dear Marion Hand,

I submit this application to express my sincere interest in the admin team leader position.

In the previous role, I was responsible for ongoing guidance to the payroll coordinator and third-party payroll provider, providing resolutions for complex payroll issues where required.

Please consider my experience and qualifications for this position:

- Computer literate – strong computer skills, booting and shutting down computer, using mouse and keyboard (keyboarding)
- Highly motivated, flexible and adaptable to any changes
- Have experience in handling financial items
- Leading, motivating and developing teams in a fast paced, Shared Service Centre type HR environment
- Experience in leading HR Onboarding and/or HR Administrative teams
- Will have experience of leading work streams
- Will have managed project and/or operational teams
- Previous team management experience and strong leadership skills

Thank you for your time and consideration.

Sincerely,

Hayden Auer