

# Admin Team Leader Cover Letter

459 Karl FordsSchummchester, VT 04514

**Dear Dylan Brown,**

I would like to submit my application for the admin team leader opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for leadership to the project teams by coaching merchandising and functionality Brand Standards and Standard Operating Procedures (SOP).

Please consider my experience and qualifications for this position:

- Knowledge of CI and UK property law, residential and commercial
- Thorough knowledge of credit policy and strategy
- The responsibility will be order processing, Credits management, Cash Applications and bank reconciliations and Customer Master
- Good communication and presentation skills - Proficiency capturing data for historical purposes, and presenting data to management and large groups
- To manage the Stock, Admin and Helpdesk Team at our Distribution Warehouse
- Managing perpetual inventory tasks via the daily system
- To ensure a high level of stock accuracy and warehouse location control
- Operational HR/Payroll shared service environment experience

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

Sincerely,

Dylan O'Conner