

Admin Team Leader Cover Letter

931 Sean SpursPort Jerrodstad, OR 52788

Dear Gray Ryan,

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

Previously, I was responsible for assurance that all security controls, procedures and systems are effective in the People and Process Monitoring domain.

Please consider my experience and qualifications for this position:

- Previous experience in managing administration teams is highly desirable
- Experience in motivating, developing and appraising individuals to deliver a high standard of service
- Experience in the healthcare arena is desirable but not essential
- Experience in training others in administration tasks is desirable
- Previous Line Management responsibilities, including performance management is essential
- A strong team player, able to build good working relationships at all levels
- Able to lead by example to quickly gain trust and respect both within the team and with others inc. Current/Recent Performance and Timekeeping/Attendance Record
- Proven high levels of accuracy and attention to detail

Thank you for your time and consideration.

Sincerely,

Stevie Lindgren