

Admin Team Leader Cover Letter

5837 Kreiger Cliff Cayla fort, ME 41195

Dear Finley Douglas,

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

Previously, I was responsible for leadership to ensure continued operational controls, reporting procedures, and systems to effectively ensure execution (including account transition and transformations) and operating efficiency for current and future growth.

My experience is an excellent fit for the list of requirements in this job:

- Excellent organisational skills/experience
- Experience in interpreting and implementing HR and/or Payroll legislation and to regulatory frameworks
- Answering the phones to our customers
- After pack actives
- Hit System
- Pack Maintenance
- Round Maintenance
- Weight Forecaster

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Shae Quigley