

Administration Specialist Cover Letter

315 Weber Tunnel Lake Lucie, OK 52050-9781

Dear Emerson Bahringer,

I submit this application to express my sincere interest in the administration specialist position.

In the previous role, I was responsible for advice to contact centre employees on administrative issues to ensure consistent practices and compliance with relevant legislation, policies and procedures.

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:

- Fully bilingual, French and English, both written and spoken
- Working knowledge of the financial services industry, investment products, and services
- Accounting, operation of bank accounts and documentation related general ledger accounts
- Experience with MS Office tools and data manipulation tools, Excel, SAP, other HR systems
- Experience in working with Learning Management System would be an advantage
- Experience with online meetings/event platforms would be an advantage
- Excellent attention to detail and demonstrated time management skills
- Enhanced IT skills in power point, HTML and excel are needed

Thank you for your time and consideration.

Sincerely,

Tatum Hirthe