

Administration Specialist Cover Letter

8015 Goyette CapeElizburgh, NV 14883

Dear Stevie Bergnaum,

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

In the previous role, I was responsible for information and assistance to engineering and architectural consultants, contractors, plumbers, inspectors, employees, and others relative to company construction activities, policies, and procedures.

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

- Open to other's ideas and exhibits willingness to try new things
- Some college in HR or related field
- In-depth knowledge and understanding of HR, Benefits and Payroll processes
- Extensive knowledge of all employment laws, including FMLA and ADAAA
- A positive approach to customer service
- Experience with Advent Geneva and Frontier systems preferred
- Flexible with initiative to drive change
- Certificate IV in relevant field or equivalent industry experience

I really appreciate you taking the time to review my application for the position of administration specialist.

Sincerely,

Justice Brakus