

Administrator / Receptionist Cover Letter

89689 Kihn MissionHalvorsonmouth, LA 30403

Dear Dakota Nietzsche,

I submit this application to express my sincere interest in the administrator / receptionist position.

In the previous role, I was responsible for local office IT support include networking, server maintenance (OS and hardware), development network policies, and phones.

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

- Assist with a wide variety of general administrative duties
- Provide a high standard of customer service
- Organising couriers, post
- Be involved in hospitality, organising functions and events, minutes of meetings
- Complete reception and switchboard duties
- Meet and greet all visitors to the Milton Keynes office, ensuring they watch the HSE visitor induction presentation and receive a visitors badge
- Answer all incoming calls in a timely professional manner directing calls as necessary and/or taking messages and directing as necessary
- Ensure reception appearance is always clean and tidy

Thank you for considering me to become a member of your team.

Sincerely,

Marion Ortiz