

Back Office Cover Letter

2043 Cary Junctions Turnershire, MN 03692

Dear Max Lynch,

I submit this application to express my sincere interest in the back office position.

In the previous role, I was responsible for office communications and assist in coordinating firm related office functions.

Please consider my qualifications and experience:

- French language mandatory - proficiency level B2
- Experience providing strategic direction
- Able to demonstrate work accomplishments include project work
- Good knowledge of Customer Service in Telecommunication domain
- E2E Process oriented way of thinking
- Knowledge about Quality Management practices
- Good relationship skills and teamwork
- Manage flawless execution of Distribution Operation activities, all task associated with scheduling and dispatching of Lubes products (packed or bulk) for EM Lubes business

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Gray Tremblay