

Client Service Administrator Cover Letter

4050 Corwin Meadow
South Rollandtown, IN 86843-5918

Dear Royal Becker,

I am excited to be applying for the position of client service administrator. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for reports and evidence for audits of systems and processes based on Wellcare and industry standards, and facilitates remediation of audit findings.

Please consider my qualifications and experience:

- Possess and display a positive and enthusiastic attitude, strong work ethic
- Provide quality administration support to clients with regard to the transactional elements of their scheme/ portfolio in line with the Mercer code of professional conduct
- Assistance in the retention and development of existing clients through strong communication
- Our Client Services team are best described for their inclusive culture and friendly atmosphere
- Customer service/Client facing experience (phone and face-to-face)
- Employee benefits/group risk/health/private medical insurance industry experience (preferred, but not essential)
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- Maintaining the contact system on Outlook/SMARTnet, SAP contact

Thank you for taking your time to review my application.

Sincerely,

Oakley Hoeger