

Customer Service Administrator Cover Letter

94794 Jordan Bypass South Eliseobury, MT 06083-7995

Dear Corey Wyman,

Please consider me for the customer service administrator opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for ongoing technical development and enhancement of the ERP (Enterprise Resource Planning) System to ensure system capabilities align with current business processes and deliver efficient system-wide solutions.

Please consider my experience and qualifications for this position:

- Excellent written and verbal communication skills along with organization skills
- Attention to detail for accurate order processing
- Experience with ISO procedures is an asset
- Co-ordinate on boarding for all new starters
- Report non-conformities using quality processes
- Work towards UK monthly quality KPIs
- Experience of working with quotations, contracts & tenders
- Removing an activity/process that adds little or no value

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Skyler Paucek