

HR Service Administrator Cover Letter

6547 Simonis WaysWest Salvador, NH 83680

Dear Onyx Conroy,

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

In the previous role, I was responsible for our clients with efficient and high-quality assistance in HR related subjects (HR tools and applications / HR policies and processes / HR administration).

Please consider my experience and qualifications for this position:

- Strong analytical skills and attention to detail (data accuracy and identification of errors)
- Fluency in English communication
- Proactiveness to take on day -to-day tasks
- Critical thinking, analytical and problem solving skills essentials
- Administer HR and pay administration activities associated with the employee lifecycle, across all business lines within agreed procedures, standards and timescales, complying with all statutory requirements
- Provide consistent HR and pay advice, support and resolution to managers, employees and external parties, within agreed parameters in order to maximise customer efficiency, effectiveness and confidence
- Ensure the correct escalation of queries or cases to the Specialist teams or Subject Matter Experts
- Maintain team and customer relationships through advice, support and continuous improvement, providing a great experience first time, every time

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

Sincerely,

Phoenix Kris