

HR Service Administrator Cover Letter

21401 Weston VistaKeilaview, ND 22333-9590

Dear Story Beier,

I submit this application to express my sincere interest in the HR service administrator position.

In my previous role, I was responsible for hR input to the Deal Desk questionnaires and support Company's applications for the Employer of Choice applications.

Please consider my qualifications and experience:

- Effectively process pay data, documentation and information to ensure timely and accurate production of the DHL SC payrolls
- Action voluntary deductions as authorised by the employee
- Administer insurance claims and produce relevant correspondence
- Administer Reward/Benefit schemes on behalf of DHL SC
- Self-motivated, well-organised, adaptable, and resilient
- Always look for ways to improve the service or experience given to customers
- Works creatively making decisions and thinking outside the box
- Able to make sound decisions based on a broad view of the situation within an HR environment

Thank you for taking your time to review my application.

Sincerely,

Tatum Kemmer