

HR Service Administrator Cover Letter

8416 Elidia VistaHolleyside, AR 66355

Dear Spencer Stehr,

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

In my previous role, I was responsible for support and to maintain electronic messaging environment for Lotus Notes users (local and remote), including Notes applications and templates.

Please consider my experience and qualifications for this position:

- Able to fully utilise standard Microsoft Office products and the application of Oracle, HR systems and workflow/case management
- High volume administration
- Deliver a quality and professional service to all customers
- Resolve day to day customer service enquiries, issues and complaints, escalating as appropriate, and deal with any service recovery
- Provide efficient employee and pay administration and timely advice to customers on employee lifecycle activities
- Ensure that all employee data is entered into Oracle and associated HR systems in a timely, accurate and consistent manner, to agreed standards and targets
- Ensure the contact management system reflects the nature of the query to ensure a high level of customer service satisfaction
- Action workflow requests in a timely and consistent manner

Thank you for considering me to become a member of your team.

Sincerely,

Marion Quigley