

# HR Service Administrator Cover Letter

622 Lakin Underpass West Adrianaland, AR 52179

**Dear Story Batz,**

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 the previous role, I was responsible for complete and accurate administration support for all HR transactions in accordance with the desktop procedures (DTPs);

Please consider my experience and qualifications for this position:

- Identify and escalate issues and incidents
- Ensure a high level of confidentiality is maintained in all aspects of work
- Administer end to end employee lifecycle transactional processes, including joiners, movers, leavers, pay changes, special leave types and compensation and benefit administration for all employees and managers
- Administer changes to individual's terms and conditions
- Administer the probation period, liaising with the line manager, escalating any formal issues to the Employee Relations team
- Administer deductions and calculate entitlements
- Support the administration of employee relations/performance cases
- Undertake the role of note-taker, where appropriate

**Thank you for taking your time to review my application.**

Sincerely,

Emery Emmerich