

Manager, Administration Cover Letter

8520 Agnus Keys South Linwoodview, NC 10868-0932

Dear Reese Auer,

In response to your job posting for manager, administration, I am including this letter and my resume for your review.

In my previous role, I was responsible for financial analysis support to the business, including but not limited to cost accounting, revenue recognition, subcontractor financial management, At Risk coordination, forecasting, variance analysis, invoice preparation/review and cash flow management.

Please consider my experience and qualifications for this position:

- Works closely with post award individuals to develop grant award administration and implementation plans upon award, including updating proposed budget and work plan to match Notice of Grant Award
- Assist in developing communication for internal and external grant award announcements
- Day to day management and development of three staff
- Dealing with queries from stakeholders and clients
- Point of escalation for any facilities or administrative related issues
- Developing and maintaining office procedure documents
- Variety of administrative duties
- Management of physical security access including creation of ID cards

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

Sincerely,

Briar Block