

Project Administrator Cover Letter

6668 Kali Mission East Edgardo, OR 47324

Dear Riley Jacobi,

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

In the previous role, I was responsible for guidance to ensure that the Detailed Engineering Package, MTO, and Construction Package & Procedures, Construction Management, Mechanical Completion & Pre-commissioning, PSSR and Commissioning Support are delivered according to procedures & standards.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Managing currency exchange rates in items raised
- Sending out completed PO PDF files once completed
- Manage the approvals and reception of invoices in Mark View tool
- Maintain contractor tracker in line with Purchase Orders raised
- File all PO PDF in Sharepoint
- Dial into SVP weekly PO Tracker call
- Track amounts matched to each Purchase Order
- Sanity check details in requests raised for eg ensure correct cost centres are being raised

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Dylan Bins