

Receptionist / Administrator Cover Letter

67749 Kutch ForestPagacshire, WI 29785

Dear Justice Gutkowski,

I submit this application to express my sincere interest in the receptionist / administrator position.

Previously, I was responsible for a seamless service with integrity at all times ensuring you take ownership for all Front of House areas of the building, reception working area, making sure all are clean, tidy and presentable at all times.

Please consider my qualifications and experience:

- Maintain office telephone list, managing starters and leavers details are updated accordingly
- Manage online meeting room booking system
- Sound administration and organisation skills
- Computer literate, with a good working knowledge of Microsoft Office suite
- A willing and helpful attitude to assist all Company personnel and visitors
- Competent in the use of telephone systems
- Experience of working with multiple clients
- Previous reception or administration experience is preferred but not essential

Thank you for your time and consideration.

Sincerely,

Royal Parisian