

# Senior Office Administrator Cover Letter

737 Desmond Center West Marthaberg, DE 33070-5951

**Dear Lennox Bernhard,**

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

In the previous role, I was responsible for support to Talent and Culture Teams Site and SharePoint site to ensure materials are complete and current.

Please consider my experience and qualifications for this position:

- Basic knowledge of accounting principles and budget preparation preferred
- Comprehensive knowledge of DOE and Laboratory policies, procedures and practices in administrative service areas of responsibility such as general administrative support, travel, on boarding of new staff, processing of affiliates and non-employee payments, conference planning, procurement, property management, and timekeeping
- Substantial professional advanced and specialized level administrative experience in support of high-level executives preferably in a scientific, technical and research environment
- Advanced verbal and written communication skills to clearly and effectively communicate with divisional leaders, managers, staff, administrative team and customers
- Advanced level of hands-on knowledge and experience with MS Office Software Suite (PowerPoint, Excel, Word, MS Project, ) and Google Apps software applications
- Flexibility to perform other duties as assigned/needed
- Experience developing and/or delivering administrative services training materials and tools
- Knowledge of Contract 31, applicable DOE, federal, and state regulations, Cost Accounting Standards and Generally Accepted Accounting Principles

**Thank you in advance for reviewing my candidacy for this position.**

