

Senior Office Administrator Cover Letter

84693 Ling Gateway South Whitney, WA 63641-9275

Dear Phoenix Walsh,

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

In my previous role, I was responsible for expertise to ensure correct technologies are selected, appropriate architectures are designed/selected and implemented, and that hardware and software solutions are correctly integrated and configured to meet agreed upon project requirements.

Please consider my qualifications and experience:

- Experience with supervising and performance management life cycle (direct reports possible in the future)
- Managing of all operational aspects related to our corporate facilities
- Supporting ad-hoc projects including but not limited to supporting country team in the development and implementation of marketing/corporate events, social media community management
- Handling confidential and critical tasks that require working knowledge of departmental and company policies and practices
- Executive secretarial support including assisting Country Manager with diary, emails, travel and administrative support as needed
- This individual would be based in the Makati office and directly report to the Makati Country Manager
- Project Coordination experience of managing, tracking and reporting business information from across multiple areas
- Experience of working with senior leadership teams

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

Sincerely,

Azariah Adams