

Services Coordinator Cover Letter

53492 Bruna Islands Rennerburgh, IN 26848-7075

Dear Drew Satterfield,

I would like to submit my application for the services coordinator opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for administrative support to the Medical Staff Services Department and the Medical Staff Leadership.

Please consider my qualifications and experience:

- To keep a record of payments and advise on costs to date and to complete the development
- Appoint suppliers and ensure rebates are received and obtain the Mpan/MPR numbers to facilitate call off by construction
- Collate services information for inclusion in the Health and Safety Plan (whether prepared by external consultant or not)
- Assist in design specification of service riser cupboards, lift provision and services within more complex buildings
- Coordinate prestart meetings with Utility companies and agree site start dates in conjunction with the
- Construction team in accordance with agreed programme
- Request and agree postal addresses from local authority
- Such other duties that are assigned from time to time

Thank you for your time and consideration.

Sincerely,

Sutton Leannon