

Stock Controller Cover Letter

2038 Joey BurgStaceyburgh, GA 04100-2758

Dear Bellamy Marquardt,

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

In my previous role, I was responsible for implementation and administration oversight and maintains integrity of systems and controls, processes and data and enhances the Company's value.

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:

- Deputising for Operations Manager and providing general assistance to that role and the Sales Manager as directed
- In all areas of responsibility and focus, a highly pro-active attitude to address shortfalls, discrepancies and business opportunities to generate profit or reduce costs
- Ensure that within the areas of operation, all Company and Trade Associations policies, procedures and minimum standards are met and that all statutory requirements including trading standards, fire, health and safety are adhered to
- Good numeracy skills is essential
- Good PC skills is essential
- ForkLift Truck Licence Reach and Counterbalance is desirable
- Previous experience within a similar role is desirable
- Carry out a range of admin and clerical tasks

Thank you for considering me to become a member of your team.

Sincerely,

Briar Upton