

# **Supervisor, Distribution Cover Letter**

31434 Luis MillsKlingberg, MI 96789

**Dear Emerson Poulos,**

Please consider me for the supervisor, distribution opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for general office support including answering phones, office supply ordering, and other tasks in support of the daily operation of the office.

Please consider my experience and qualifications for this position:

- Leading the team with the objective of obtaining the best indicators of the market aligning the operations to the objective of being the preferred supplier of our clients
- Share knowledge and experience to the operational staff to improve processes and achieve the objectives of the area
- Planning of visits and audits en route to guarantee and optimize the policies and procedures associated with the delivery of orders
- Share and work together with the different members of the area, other support areas optimizing the company's results
- Questioning of current processes and procedures to optimize them in continuous improvement
- Knowledge in management of management indicators
- Management of the Microsoft Office package at the intermediate level
- English at Intermediate / Advanced level

**Thank you for taking your time to review my application.**

Sincerely,

Emery Rice