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Dear Hiring Manager,

I am writing to express my interest in the Office Assistant (Integrated Operations Support) position at the Food and Agricultural Organization of the United Nations. As a recent BSc. Mathematics graduate with experience as an Administrative Assistant at the Social Security and National Insurance Trust (SSNIT), I believe that my skills and experience align with the requirements of this role.

At SSNIT, I was responsible for screening requests for appointments with my supervisor, maintaining their calendar, confirming mutually convenient schedules, and arranging appointments. I also received visitors, placed and screened telephone calls, and responded to queries and correspondence, often of a sensitive, confidential, or technical nature. I believe that these skills would be invaluable in the Office Assistant role, as they demonstrate my ability to prioritize tasks, manage a busy schedule, and communicate effectively with a range of stakeholders.

In addition, I have experience coordinating office support services for meetings, trainings, seminars, committees, and special projects and events. This included attending meetings, preparing minutes, monitoring follow-up activities, and making arrangements for formal editing, translation, etc., of documents and publications. I am confident that my experience in this area would enable me to hit the ground running in this role, as I understand the importance of attention to detail, proactive planning, and effective communication.

As an Administrative Assistant, I also reviewed, recorded, distributed, and processed incoming mail and correspondence, followed up on pending actions, and prepared draft responses to a wide range of correspondence and other communications, often requiring knowledge of technical terminologies and/or detailed office procedures. I carried out quality control functions for outgoing documents and proofread texts for adherence to format, grammar, punctuation, and style. I am proud of my ability to work with precision and accuracy, and believe that these skills would be valuable in ensuring the smooth and efficient running of the Office.

In addition to my administrative duties, I performed a variety of other tasks such as coordinating with other units to ensure the smooth running and expedition of work within the unit, researching, compiling and organizing background information and reference materials from various sources for reports, briefs, and speeches, and generating a variety of statistical and other reports from various databases. I also coordinated the work of other office support staff, established priorities, and ensured equitable distribution of work, trained new staff to relevant administrative procedures and practices, and provided general assistance as required. These experiences have taught me the importance of teamwork, adaptability, and a willingness to go above and beyond to achieve organizational goals.

Finally, I have experience creating and maintaining filing and reference systems, reviewing the efficiency of office procedures, and making recommendations for improvements. I understand the importance of continuous improvement and believe that my experience in this area would be valuable in ensuring the smooth and efficient running of the Office.

In summary, my experience as an Administrative Assistant at SSNIT, combined with my skills in screening requests, maintaining calendars, coordinating office support services, reviewing and processing mail and correspondence, performing a variety of administrative duties, researching and organizing background information, and coordinating the work of other office support staff, make me a strong candidate for the Office Assistant (Integrated Operations Support) position at the Food and Agricultural Organization of the United Nations.

With experience as an Administrative Assistant at SSNIT, I have honed my skills in screening requests, coordinating office support services, reviewing and processing mail, performing administrative duties, and coordinating the work of other office support staff. These abilities, combined with my expertise in maintaining calendars, researching and organizing background information, make me an ideal candidate for the Office Assistant (Integrated Operations Support) role at the Food and Agricultural Organization of the United Nations.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,

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