Dear Hiring Manager,

I am writing to express my interest in the Administrative Officer position at Australian Catholic University. I am a seasoned professional with over 5 years of progressive experience in disability support work, financial services, and support coordination, with a talent for administration and superb skills in project coordination. Given my multi-faceted background, I am confident in my ability to bring value to your team.

In my current role as Support Coordinator at Personalised Support Systems, I have been responsible for implementing and managing NDIS plans for more than 15 participants, coordinating over 20 service providers, and orchestrating numerous service agreements using Trello for efficient project management. This role has honed my skills in stakeholder negotiation, given me solid experience in project implementation and delivery, all while maintaining excellent communication standards to ensure client satisfaction. Notably, while managing client invoicing and liaison at Natcorp Financial Services, I marshaled tracking systems to enhance customer satisfaction, resulting in over $20,000 in billables within just four months.

Australian Catholic University's inclusive community and commitment to the care of its staff attracted me to this opportunity. Your mission to provide an excellent learning and professional environment aligns with my dedication towards exceptional service and quality work.

Apart from impeccable administrative skills, I bring to the table a proven record in strategic initiatives. My ability to work in a fast-paced environment, as demonstrated in my role with Personalised Support Systems, gives me great confidence in my aptitude to excel in the Administrative Officer role. My proficiency in building client rapport and trust, along with excellent organizational skills, have been pivotal in previous roles and will definitely be beneficial in this role too.

Thank you for considering my application. I am enthusiastic about the possibility of contributing to Australian Catholic University and would welcome the opportunity to further discuss how my background, skills, and experience can benefit your team.

Please feel free to contact me at your earliest convenience to arrange a time for us to talk.

Sincerely,

Eleni Halkias