Subject: Application for Office Administrator – Thando Naidoo

Dear Ms Dlamini,

I'm applying for the Office Administrator position at Kopano Services. I have 5+ years of experience supporting busy teams with front-office administration, document control, and invoicing and supplier follow-ups. I'm confident I can strengthen your office systems and improve turnaround times on day-to-day admin.

In my current role at Brightline Projects, I manage the reception function, schedule meetings across multiple departments and maintain accurate electronic filing. I also assist finance by preparing invoice packs, following up on missing documentation and tracking supplier statements. By introducing a consistent naming and folder structure for shared documents, I reduced time spent searching for files and improved handover between colleagues.

Your advert highlights the need for someone who can work independently, communicate professionally and keep records audit-ready. This matches my approach: I keep clear checklists, confirm instructions in writing where needed, and flag problems early so they don't become delays.

I've attached my CV and supporting documents as requested. I'm available for an interview with one day's notice and can start after my two-week notice period.

Kind regards,
Thando Naidoo
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