ZANELE DUBE

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Hartley & Pillay Attorneys

Application for the position of Administrative Assistant

Dear Office Manager,

I am applying for the Administrative Assistant position supporting your litigation partners. I have three years of experience as an office administrator at a busy accounting firm in Sandton.

Your advert asks for someone who can manage several diaries and keep deadlines from slipping. I currently manage the diaries of four directors and coordinate around sixty client meetings a month. When our filing backlog reached three months, I set up a shared digital filing system in SharePoint and cleared the backlog in five weeks, and document retrieval time fell from about twenty minutes to under two.

I am drawn to Hartley & Pillay because legal work runs on deadlines, and I do my best work when the details matter and the dates are fixed.

Thank you for considering my application. I would welcome the chance to meet you.

Sincerely,

ZANELE DUBE