

Charlotte Turner

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Hartley & Moore Consulting
Sarah Mitchell, Head of Operations
Manchester, M2 4WU

Manchester, 25 June 2026

Dear Ms Mitchell,

Three years of managing office operations across a fast-paced consultancy environment have taught me that a well-run office is the foundation of a productive business. It is that conviction and a track record of delivering it that draws me to the Office Manager position at Hartley & Moore Consulting.

In my current role as Office Manager at Greenfield Solutions, I oversee the day-to-day running of a 45-person office, managing everything from facilities coordination and supplier contracts to HR administration and budget tracking.

I introduced a centralised digital filing system that reduced document retrieval time by 30% and streamlined onboarding processes, cutting new-starter administration time by 20%. I act as the primary point of contact between senior leadership, external suppliers, and departmental teams, ensuring the work environment runs smoothly and that all stakeholders can communicate effectively at every level.

Before this, I worked as an Office Administrator at Carlisle & Webb, where I developed strong foundations in procurement, scheduling, and facilities management. This progression from administrator to manager has given me a well-rounded understanding of what office operations demand at every level and the management skills to lead a team through it confidently.

Hartley & Moore's reputation for operational excellence and your commitment to a collaborative, high-performing culture is precisely the kind of work environment in which I thrive. I am confident that my administrative skills, attention to detail, and hands-on experience managing office functions make me a strong fit for this role, and I would welcome the opportunity to discuss my application further.

Thank you for taking the time to consider my application. I am available for an interview at your earliest convenience.

Yours sincerely,
Charlotte Turner