



## **The Linda Murray Administrative Professional of the Year Award** **DEADLINE Tuesday, April 11, 2023**

First originated in 1952, Administrative Professionals Day is now observed in a number of countries worldwide and is one of the most celebrated workplace holidays, especially amongst support staff. Your Chamber wishes to acknowledge one key Administrative Professional of the Year.

The Wayne County Chamber of Commerce is seeking applications to acknowledge the appreciation of the person occupying the role of your 'Invaluable Team Member.'

Do you know someone who has earned special recognition for his or her accomplishments or special talents at your business? Do they possess a mastery of office skills, take charge as a leader within the office, exercise initiative, use good judgment, and go above and beyond the call of regular day duties?

### **NOMINATION PROCEDURES AND RULES**

- All nominations must be submitted in a sealed envelope mailed or hand delivered or emailed to the Wayne County Chamber of Commerce, 308 N. William Street, Goldsboro, NC 27530. Emails may be sent to Lara Landers: [Laral@waynecountychamber.com](mailto:Laral@waynecountychamber.com).
- All nominations must be postmarked or delivered to the Chamber by Tuesday, April 11, 2023.
- All nominations will be kept confidential.
- The contact person listed on the nomination form will be notified if their nominee is chosen by the selection committee.
- The award winner will be announced at the Administrative Professionals Appreciation Luncheon on Thursday, April 27, 2023 at Lane Tree.

**Please provide the following nominee information:**

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Work Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Describe the unique qualities the nominee brings to the workplace.

Describe the nominee's involvement in the community.

Why should this nominee be chosen as the 2023 Wayne County Chamber of Commerce Administrative Professional of the Year?

Please provide your contact information

Name \_\_\_\_\_

Organization \_\_\_\_\_

Work Phone \_\_\_\_\_

Email \_\_\_\_\_