



**The Metro South Association of REALTORS®
ADMINISTRATOR OF THE YEAR Nomination Form**



Attention Metro South Association Members:

Employers have observed Administrative Professionals Week for over 50 years as a way to recognize the contributions of administrative staff. The observance began in 1952 as an effort to honor various staff for their efforts in the business world. This recognition includes secretaries, office managers, receptionists, bookkeepers or anyone in the office lending full support to the company. **Do you have someone in your office displaying dedication, loyalty and professionalism? Consider sharing how this person has gone above and beyond the call of duty to assist your office and encourage others in the office to do the same to celebrate this special individual.**

Have your nomination form along with an attachment stating why you would like to recognize this individual submitted to the Metro South Office via email (information below) by **5 P.M., April 12, 2019**. Be sure to also register for the luncheon May 7, 2019 which will be held at Eagles Brooke Country Club, 300 Lester Mill Rd. Locust Grove, GA 30248.

Deadline for nominations: 5:00 P.M., April 12, 2019

CRITERIA:

All nominations must be in writing and must be specific as to reasons *WHY* your nominee should be considered for this recognition. We encourage as many statements to be submitted from the office as possible on behalf of this individual. Show appreciation in abundance!

NOTE:

REALTOR® Members are welcome to submit nominations for Office Professionals as well as Brokers and Business Partners.

**NAME, COMPANY &
NUMBER OF YEARS WITH THE
COMPANY**

Submit details of service on a separate sheet. Please be specific about how this person has gone above and beyond the call of duty.

Submitted by: _____ Date Submitted: _____

PLEASE RETURN TO:

The Metro South Association of REALTORS®
1671 Adamson Parkway, Morrow, GA 30260 Office – 770.477.7579 msar3020@gmail.com ~ www.msar.org

The Mission Statement of the Association:

The Metro South Association of REALTORS® advocates, protects and enhances REALTOR® interests; promotes professionalism and integrity; upholds the REALTOR® Code of Ethics; and safeguards equal housing opportunity and private property rights.