



**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 writing an article explaining how this person has gone above and beyond the call of duty to assist your office.

Have your nomination form along with your article submitted to the Metro South Office via email (information below) explaining what this special person has done to contribute to the success of your business by February 20, 2023.

OUTSTANDING OFFICE PROFESSIONAL NOMINATION FORM:

Deadline for nominations: February 23, 2024 by 5:00pm

CRITERIA:

All nominations must be in writing and must be specific as to reasons why your nominee should be considered for this recognition.

NOTE:

REALTOR® Members are welcome to submit nominations for Office Professionals as well as Brokers

NAME:

COMPANY:

NUMBER OF YEARS WITH THE COMPANY

Submit details of service on a separate sheet in narrative form. Use this sheet as your COVER SHEET. Please be specific about how this person has gone above and beyond the call of duty.

Submitted by: _____ Date Submitted: _____

PLEASE EMAIL OR RETURN TO:

coe@msarboard.com

The Metro South Association of REALTORS®
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The Mission Statement of the Association:

To Support the Success of REALTORS® and Property Rights