



**NC Pest Management Association
Administrative Professional of the Year Award
Nomination Form**
*Sponsored by the NC Chapter of
Professional Women In Pest Management*



This prestigious award will be presented to the administrative professional that best demonstrates the qualities listed below. Individuals may be nominated by their colleagues or managers or self-nominated for their outstanding service, superior performance, exceptional efficiency, integrity and dedication to their fellow employees and their companies. Nominees may be nominated by more than one person. The winner will be recognized at the 2019 Pest Control Technician's School held at the Sheraton Imperial Hotel and Convention Center in Durham, NC.

The recipient of this award will be an individual who demonstrates the following qualities:

- Customer service-oriented both internally and externally
- Commitment to the company's purpose
- Current, full-time administrative support staff members
- Have worked in his/her current position for at least two years

The winner will receive:

- A plaque
- \$250 gift card
- One-night stay at the 2019 PCT School and a gift card to cover expenses for the trip

Upon receiving the nomination forms, a committee will conduct a review and one nominee will be selected as the 2018 Administrative Professional of the Year.

This nomination form is due **Sept. 30, 2018** and should be submitted to the address below.

WHO IS NOMINATING THIS INDIVIDUAL

Self Colleague Manager

NOMINEE NAME: _____

NOMINEE COMPANY: _____

NOMINEE TITLE: _____

NOMINEE'S EMAIL ADDRESS & PHONE NUMBER: _____

TOTAL NUMBER OF YEARS WITH CURRENT EMPLOYER: _____

TOTAL NUMBER OF YEARS AS AN ADMINISTRATIVE SUPPORT STAFF MEMBER: _____

SUPERVISOR'S NAME AND TITLE: _____

SUPERVISOR'S EMAIL: _____

NOMINATOR'S NAME AND EMAIL/PHONE: _____

Mail completed forms to NCPMA, Attn: Administrative Professionals Award, 10460 North Street, Fairfax, VA 22030 or email it to NCPMA@pestworld.org with the subject line Administrative Professionals Award Nomination.

DEADLINE: Sept. 30, 2018

Describe how this candidate has demonstrated the following. Provide 1-2 examples for each category. Use additional paper if needed.

Leadership (200-word limit)

Customer Relations (200-word limit)

Knowledge of the Job (200-word limit)

Job Performance (200-word limit)

Handling of Problems (200-word limit)

Other/Additional Information (200-word limit)

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