



AUSTRALIAN INSTITUTE OF
OFFICE PROFESSIONALS

AIOP Administrative Award of Excellence 2022

Nomination and Referral
Form

Categories: Office Administrator
and Rising Star

in association with



National Office
PO Box 548
South Perth WA 6951
www.aiop.com.au
nationalpres.aiop.com.au

AIOP Administrative Award of Excellence 2022 Nomination Questions

Question 1. What is your role, and what do you see as being the most important role of an office professional?
(200 words max)

Question 2. What made you choose your career path? (200 words max)

Question 3. What has been your biggest achievement as an Office Professional? (200 words max)

Question 4. What advice would you give to someone choosing to become an office professional?
(200 words max)

Nomination / Referral Form

Nominee Details for Administrative Award of Excellence: Office Administrator
Rising Star Please tick the box

First Name

Last Name

Company Name

Position

Address

Work Phone

Mobile

Nominee email

Recommended by

Nominator Name and Signature (Endorsement)

Name and Signature

Date

Nominee Declaration

If I am selected as a finalist, I acknowledge that I will attend the 2022 Award presentation held in my State of Australia on Friday 6 May 2022.

I understand that in the event I am unable to attend the Award presentation, my place as a finalist will be forfeited.

I further give my consent that any photographs, video, and details may be used for further publicity/promotions.

I have read and agree to all the terms and conditions contained in this document and have completed all questions openly and frankly in accordance with the spirit of fair competition.

Signature of Nominee

Date

AIOP Administrative Award Excellence 2022

in Association with Drake International

Terms and Conditions of Entry

The terms and conditions to participate in the [AIOP Administrative Award of Excellence 2022 in association with Drake International](#) under the [categories](#) of Office Administrator (10 years working experience and over) Rising Star (Up to 10 years working experience) are:

- All questions on the Nomination / Referral form must be completed and forwarded with the required attachments by **5pm Monday 28 February 2022**.
- Shortlisted candidates must attend an interview at an online interview on **Saturday 19 March 2022** (details to be confirmed).
- Shortlisted candidates may also be required take part in a short video recorded interview which will be screened during the AIOP Administrative Award of Excellence 2022 ceremony on **Friday 6 May 2022**.
- Applications are only accessible to the organisers and the independent judging panel.
- All applications are destroyed after the conclusion of the Award judging process.
- Nominee names and contact details are retained to form a database for promotional purposes of the organisation and sponsors.
- Finalists agree to media publicity and promotion associated with the Award.
- The Winner agrees to act as an ambassador in promoting AIOP to the wider business community and attend AIOP functions during the year.
- Every endeavour is made to ensure the presentation of prizes are as advertised. However, in the unlikely event that a sponsor is unable to honour their commitment, the Award winner acknowledges that the Australian Institute of Office Professionals will not be expected to supply the prize.
- Prizes are non-transferable and not redeemable for cash.
- Finalists must be present at the Office Professionals Day Celebration on **Friday 6 May 2022**.
- The judges' decision is final, and no correspondence will be entered into.

All enquiries: Christine, IPP National Business Development Officer, E admin@aiop.com.au

All nominations and attachments: E nationalpres@aiop.com.au by 5pm Monday 28 February 2022.