

Bessemer
Area Chamber of Commerce



MEMBERSHIP MEETING

Recognizing Administrative Professionals

Wednesday

4.24.24-Noon

Lawson State Community College-Bessemer Campus
1130 Ninth Avenue SW, Bessemer, AL 35022



\$40 each or a table of 6 \$220.00

Reserve your seats today – Call (205) 425-3253 or email bessemerchamber.events@gmail.com

SPACE IS LIMITED – The deadline for the meeting reservations is Friday, April 19th 2024.

THIS LUNCHEON IS NOT LIMITED TO ADMINISTRATIVE PROFESSIONALS. AVAILABLE TO ALL CHAMBER MEMBERS.

2024 Administrative Professional of the Year Nomination Form

Nomination form deadline is Friday, April 12, 2024

The Bessemer Area Chamber of Commerce invites you and your administrative professional(s) to join us for our Administrative Professionals' Day Luncheon as we recognize them and award the Administrative Professional of the Year. This prestigious award will be presented to the Administrative Professional that best demonstrates the qualities listed below. Companies making nominations MUST be members of the Bessemer Chamber AND in good standing with the chamber. Individuals are nominated by their colleagues, supervisors 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 announced during the Administrative Professionals' Day Luncheon on Wednesday, April 24, 2024.

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

- * Must be customer service oriented both internally and external
- * Must display involvement in company activities
- * Must consistently exhibit exceptional job performance
- * Must perform actions above and beyond the call of duty
- * Must demonstrate commitment to the company / purpose / mission, employees, vendors and clients

The winner will receive:

- 2024 Administrative Professional of the Year award plaque & gift basket

Those eligible for nomination must be current, full-time administrative support staff members and must have worked in their positions for at least three (3) years.

Upon receiving the nomination forms, a committee will conduct a review and select a recipient.



321 18th Street North, Bessemer, Alabama 35020 * Phone 205-425-3253 * Fax 205-425-4979



PLEASE NEATLY PRINT OR TYPE

Who Is Nominating This Individual? Colleague____ Supervisor____

Nominee's Name And Title: _____

Nominee's Company: _____

Supervisor's Name And Title: _____

Supervisor's Email & Phone Number: _____

Nominator's Name And Title: _____

Nominator's Email And Phone Number: _____

Total Number Of Years With Current Employer: _____

Total Number Of Years As An Administrative Professional: _____

Nominee's Job Description: _____

Why Is Nominee Deserving Of This Recognition? _____

List 5 Words That Describe Nominee: _____

Other/Additional Information (200 Word Limit) ? _____

Return completed forms to:
the Bessemer Area Chamber of Commerce by April 12, 2024
via email at bessemerchamber.events@gmail.com or fax to 205-425-4979