# Administrative Professional of the Year Nomination Form

*Nomination* ***MUST*** *be submitted to the Lenoir County Chamber of Commerce no later than 5 P.M. on May 11, 2023.*

*For more information call 252-527-1131*

**\* Required Information**

Please provide the following **Nominee** information:

|  |  |
| --- | --- |
| \*Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \*Title | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \*Organization | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \*Work Phone | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| FAX | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \*E-mail | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Cell Phone | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

        Describe or list the unique qualities that you feel are important to your   
        administrative professional's performance   
          (i.e. dependable, productivity, or professionalism.)

       Has your administrative professional been involved in self-improvement or   
        educational programs?   
        If so, in what way?

Describe your administrative professional's community service, professional

organizations, and church or civic activities.

    Why should your administrative professional be chosen  *"Lenoir County Administrative Professional of the Year."*

Please provide your contact information.

Nominator:

|  |  |
| --- | --- |
| \*Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \*Title | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \*Organization | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *\*Work Phone* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Email* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

The contact person listed on the nomination form will be notified if their nominee is chosen by the selection committee.

Bottom of Form

Lenoir County Chamber of Commerce  
301 North Queen St, Kinston, NC  28502  
252-527-1131  
[vjones@kinstonchamber.com](mailto:vjones@kinstonchamber.com)