

Closing Date Friday 1 March 2024



AUSTRALIAN INSTITUTE OF
OFFICE PROFESSIONALS

**AIOP
ADMINISTRATIVE
AWARD OF EXCELLENCE
2024**

partnering with



*The Award aims to support, develop, and recognise
excellence in best practice across Australia.*

ABOUT AIOP

The **Australian Institute of Office Professional (AIOP)** is a dynamic national professional membership association for office professionals in Australia.

AIOP promotes the standing of the office professional - is focussed on raising its profile across the business community; accelerating professional and personal development of its members through its pathways to education and training, offers National Awards, and professional and personal development events, webinars and workshops, hosted by both AIOP National and Divisions around Australia.

AIOP celebrated 60 years of excellence in the profession in July 2023.

ABOUT DRAKE

Drake International is a global leader in flexible and permanent staffing, evolving to offer a dynamic suite of Talent Management Solutions.

Their mission is to create opportunities for people and increase your organisation's bottom line, through maximising the potential of your human capital assets.



AIOP has partnered with Drake International to host this event.

ABOUT THE AWARD

The AIOB Administrative Award of Excellence 2024 ("the Award"), partnering with Drake International

The Award aims to **support, develop, and recognise excellence in best practice across Australia.**

The successful candidate in each category is either an administrative assistant, executive assistant, account manager, receptionist, customer service representative or administrative support professional under the many titles of the role of **Office Professional**.

The **Office Professional** category recognises nominees with 10 years or more experience and the **Aspiring Office Professional** category with up to 10 years office experience.

AIOB continues to recognise the achievements of all office professionals across Australia.

Nominations open online on Monday 16 October 2023 and closes 1 March 2024.

ANNOUNCEMENT OF WINNERS

The Announcement of the Award Winners on Office Professionals Day 2024

In Australia, Office Professionals Day is celebrated on the first Friday of May and in 2024 on **Friday 3 May 2024** when the winners will be announced at a special event.

The event recognises the work of all office professionals whether they are administrative assistants, executive assistants, account managers, receptionists, client, and all office support professionals under the title of office professional.

NOMINATION GUIDELINES

Categories of Nomination

Office Professional (10 years and over) and
Aspiring Office Professional (with up to 10 years) office experience.

Nomination Guidelines

Dedicated individuals who strive to excel in their current role as an office professional may nominate or be nominated for the Award.

- **Nominate** between 16 October and 31 October 2023 and be in the draw to win a **Gifta** Voucher. Winner to be announced the following weekend!
- **Nominees** must be currently employed as an office professional.
- **Nominees** must possess **over 10 years consecutive years' experience** as an **Office Professional** or up to **ten years' experience** as an **Aspiring Office Professional** nomination.

All International members and non-members working for an Australian company overseas are eligible to nominate for the Award 2024.

(Proof of location/name of company to be supplied).

Free Nomination online:

<https://www.aiop.com.au/Award-Application/>



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Award aims to support, develop, and recognise excellence in best practice.

HOW TO NOMINATE ON LINE

**Nominations are open online on Monday 16 October 2023,
to all office professionals Australia-wide and
for members working for an Australian company overseas,
(with proof of company/location to be provided)**

Each nominee who must answer questions contained in the **Online Nomination Form** (200 words max per question) and provide the following information:

- Provide a copy of your current resume,
- Sign the Nominee Declaration.
- Any person can recommend a candidate for the Award 2024 by completing this section in the Nomination Form.
- Nominees must be fully aware that they are being nominated for this Award 2024.
- All International members and non-members working for an Australian company overseas, may nominate for the Award 2024. (Proof of location/name of company to be supplied).
- All nominations and attachments provided remain strictly confidential.
- Nominate online: [https://www.aiop.com.au/ Award-Application/](https://www.aiop.com.au/Award-Application/)
- No charge to nominate.
- Nominations close **5:00pm (AEDT) 1 March 2024.**

For further information please contact: admin@aiop.com.au

Nominations open online

<https://www.aiop.com.au/AIOP-AWARD/>



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AWARD WINNER

The **Award winners** are AIOP Ambassadors and are encouraged to continue their personal and professional development through active involvement in AIOP activities and to promote the Award 2024.

Are you, or do you know an office professional who demonstrates leadership?

- By providing outstanding administrative support,
- Being an inspirational role model to other office professionals,
- Commits to self-development and the support of others in the office.

Please encourage your colleagues and friends to nominate for the Award 2024.

Nomination online (no charge):

<https://www.aiop.com.au/Award-Application/>

IMPORTANT DATES

- **Online nominations (no charge) open on Monday 16 October 2023.**
- Application/ Nominations close: **Friday 1 March 2024.**
- Interviewing Panel (AIOP and Drake International Representatives) - Saturday **13 April 2024.**
- Announcement of Award Winners: **Friday 3 May 2024** on Office Professionals Day at a special event.

For further information:

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AWARD 2024 PRIZE PACK SUPPORTERS

AIOP will provide an Award Trophy for each winner and a one-year AIOP General Membership.



A networking Coaching Session by Ron Gibson by Go Networking.

TheLinchpinAssistant
Elevate Your Effectiveness

A Laser Coaching Session by Liz Van Viet, The Linchpin Assistant



A 12 month's subscription by EMMRE (Software for Assistants and Executives).



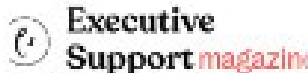
CAL - College of Adult Learning: Provides a nationally recognised Skill Set relevant to the Winners' role for the Office Professional & Aspiring Office Professional. A skill set includes a number of units from a nationally recognised qualification. Successful completion of the Skill Set will provide credit for the related qualification.



A complimentary registration to a Corporate PA Summit 2024, the Winners choice of city.



An Online at ES Tech, September 2024 free ticket - Office Professional.



A 12-month digital subscription Aspiring Office Professional

NOVOTEL
Novotel Melbourne Preston

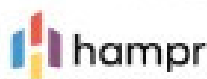
Accommodation of one double room and breakfast for two for each category winner.



Gift Voucher to each winner.



One year free Premium Membership to both winners.



A gift voucher by HAMPR.

AWARD TERMS AND CONDITIONS OF ENTRY

The terms and conditions to participate in the AIOF Administrative Award of Excellence 2024 are:

- All questions on the Nomination/Referral form must be completed online and with the required attachments by 5:00pm (AEDT) 1 March 2024.
- Shortlisted candidates must attend an on-line panel interview on Saturday, **13 April 2024** (date to be confirmed).
- Shortlisted candidates may be required to take part in a short video recorded interview, which will be screened during the AIOF Administrative Award of Excellence 2024 ceremony on **Friday, 3 May 2024**.
- The judges' decision is final, and no correspondence will be entered into.
- 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/s agree to act as ambassador/s in promoting AIOF to the wider business community and attend AIOF 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 (AIOF) 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 either in person or online on Friday 3 May 2024.

Nomination (no charge) online:

<https://www.aiof.com.au/Award-Application/>

