

# ADMINISTRATIVE PROFESSIONAL AWARD 2017



**HIGHLIGHT**  
2017 MALAYSIA  
ADMINISTRATIVE  
PROFESSIONAL  
AWARD CEREMONY  
ON 19 APRIL 2017 AT  
SHANGRI-LA HOTEL  
KUALA LUMPUR



**Calling all practising administrative professionals**  
Personal Assistants, Executive Assistants, Office Assistants & Office Managers

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to download application form

**CLOSING DATE extended to : 10 APRIL 2017**

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MALAYSIAN ASSOCIATION OF PROFESSIONAL SECRETARIES AND ADMINISTRATORS (356 SEL)  
www.mapsa-malaysia.com tel : +603.2202.1663 email : aps2017@mapsa-malaysia.com

# THE MALAYSIA ADMINISTRATIVE PROFESSIONAL AWARD 2017

## PURPOSE

The Malaysia Administrative Professional Award (formerly known as SSMer-of-the-Year Award) was created in 1983 by the Malaysian Association of Professional Secretaries & Administrators (MAPSA) to honor an Administrative Professional who has shown outstanding performance and made significant contributions in the following areas:

- Commitment and dedication to the profession.
- Contribution towards the progress of the administrative profession.
- Performed work beyond the call of duty.
- Contribution to the community.

This prestigious nation-wide recognised Malaysia Administrative Professional Award will be presented at an exclusive Award Presentation Luncheon on **Wednesday 19 April 2017 at the Shangri-la Hotel Kuala Lumpur.**

## GUIDELINES

- All working Administrative Professionals are eligible to participate with the exception of the Award Selection Committee (ASC), incumbent Governing Council of MAPSA and past award winners.
- Candidates must be Malaysian citizens.
- Candidates may nominate themselves. Each proposer may make one nomination only.
- Candidates may be required to attend an interview in Kuala Lumpur.
- Short-listed candidates must attend the AP Award Presentation Luncheon at Kuala Lumpur.
- Outstation shortlisted candidates may be called for an interview in person or via Skype.
- Candidates are to abide by the guidelines and requirements of the AP Award.
- False or misleading representations of facts towards supporting the Award criteria will disqualify the candidates immediately.

## RECOGNITION AND REWARDS

The AP Award recipient will be accorded the following:

- Name will be engraved on the MAPSA Roll of Honour and will receive an AP Award Trophy.
- Waiver of two years MAPSA membership (2017 & 2018).
- Entitled to attend all MAPSA monthly member functions.
- Fully-paid participant fee to attend the AdminPro Summit in 2018.

## SELECTION COMMITTEE

- The Award Selection Committee (ASC) is an independent committee, comprising the MAPSA Advisory Council.
- The ASC reserves the right to make any changes. Its decision is final and no appeal will be entertained.
- Final result of the AP Award winner will remain confidential until announcement at the AP Award Presentation Luncheon.