



Administration Coordinator of the Year

Nomination form

The CCF WA Admin Coordinator of the Year recognises excellence and/or innovation in an administrative role in the civil construction and maintenance industry.

ELIGIBILITY CRITERIA

Nominations are invited from WA-based employees who have worked in an administrative or administrative support role in the civil construction industry – this may include general administration, human resources, scheduling, accounts, procurement, tendering, contract management etc. The award assesses performance for the 12 months to December 31, 2021.

Nominee's Information

Name: _____ Company: _____

Position: _____

Contact Details: (Phone) _____ (Email) _____

Nominator's Information

Name: _____

Position: _____

Contact Details: (Phone) _____ (Email) _____

Please provide a 400-600 word submission as to why this individual is a worthy contender for the Award. Information provided may include:

1. A description of the role the Nominee undertakes in your business. Describe how the Nominee has excelled in that role, and in doing so aided your business achieve its goals and objectives.
2. How the Nominee has shown an innovative approach, e.g. through contributing to or championing the development of a new system or workflow, or refining and improving an existing process.
3. How the Nominee displays leadership and/or interpersonal and communication skills with, colleagues, clients, or stakeholders.
4. Any other supporting information that may be relevant to the judging panel in their consideration of the Nominee.

(The total submission should not exceed 600 words. Dot points are acceptable)

Please also attach:

1. **The employer's company logo (high resolution)**
1. **A 'head and shoulders' photograph of the Nominee (high resolution)**

Please forward nominations to: events@ccfwa.com.au

Nominations close March 23, 2022.

The winner will be announced at the CCF WA Industry & Training Awards gala dinner on Friday, April 8, 2022 at Crown Perth.