

Announcing the 4th Annual

## **Administrative Professionals Breakfast**

Join us on Friday 3 May 2013 at the stunning location of The Portland Golf Club

We're encouraging workplace Employers to send along their Administrative Professionals for a morning of celebration as we thank and reward them for their hard work, enthusiasm and dedication.

This special event was last year celebrated by over 220 Administrative Professionals from Portland and the surrounding region.

### **Early Bird Booking**

Secure your table/ticket. \$400 per table of 10 people, \$320 per table of 8 people or \$45 individual.  
Contact Nicole Reefman on mail@unitedwayglenelg.com.au or mobile 0410 513 305. Last year this event was sold out in less than 2 week.

Our special Guest Speaker will be announced next week!

*Do you know someone who deserves to be recognised as Portland's BEST Administrative Professional?  
Now is the chance !*

## **South West TAFE Administrative Professional Of The Year**

More information available [here](#)

### **Administrative Professional of The Year sponsored by South West TAFE**

*Last years inaugural winner was Sandra Robertson from Glenelg Shire Council.*

Sandra has worked at Glenelg Shire Council for nearly 22 years whose as an Administrative Support Officer for the Community and Culture Department.

"Sandra is highly respected by her peers and colleagues and is a delight to work with. She has a wealth of experience and corporate knowledge which she continually uses to the advantage of the organisation. Sandra is a very caring person and she cares for her colleagues' welfare. It gives me great pleasure to nominate her for this award"

**Adele Kenneally**

**Group Manager Community and Culture  
Glenelg Shire Council**

