



ADMINISTRATION AMBASSADOR OF THE YEAR

Nominee Name: _____ Job Title: _____

Hotel Name: _____

Address: _____ City: _____ Postal Code: _____

Nominees must be past their probation period. Please provide the # of years and/or months the nominee has worked in:

Current position: _____ Current hotel: _____

Award Criteria: This award recognizes an individual, other than the department head in a non-management, non-supervisory position, who works in an **administrative role** in any department and demonstrates **exceptional support and service to co-workers and guests** resulting in a **positive guest experience**. They demonstrate **commitment to high and consistent customer service, excellent communication skills** and a can-do attitude to **complete tasks in a timely fashion** taking **ownership of any problems/issues**.

Questions: You must answer ALL questions in the space provided. Please DO NOT surpass the word count allotted.

1) Describe how the nominee meets the criteria for the Administration Ambassador of the Year described above. Please outline specific actions taken and service offered that makes the nominee an outstanding ambassador and champion of the hotel community (MAXIMUM 2,000 characters with spaces)

2. Please provide if available, any supporting details, comments shared from customers/supervisors, any relevant awards won by the nominee that would be applicable for this award and show what makes the nominee stand out. (MAX 2,000 characters with spaces).

PLEASE PRINT & SUBMIT FIVE (5) DOUBLE SIDED COPIES OF EACH NOMINATION
Nomination Deadline: Friday, March 1st 2019 by 12 noon (by mail/courier only- no online submissions available)
GTHA Office address: 207 Queens Quay West, Suite 404, Toronto, ON M5J 1A7