

# Tiger Awards 2019

Entry Categories

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# Award Categories



The Tiger Awards are made up of 10 categories that aim to recognise and honour all aspects of the support staff industry, and the critical role individuals play in modern businesses and private households. They shine a spotlight on PAs, EAs, private PAs, office managers and administrative professionals who go above and beyond to enhance the working lives of those they support.

Any example of work carried out since July 2018 is eligible, and entries will be accepted from employers as well as individuals. All categories recognise originality and flair in their execution, as well as broader business benefits as a result of effective practices.

Please read on for full details of the award categories and how to enter online.



**Entry deadline**  
13/09/2019

- PA of the Year
- Private PA of the Year
- Office Manager of the Year
- Receptionist of the Year
- Virtual PA of the Year
- Temp of the Year
- Team of the Year
- Rising Star
- Community Spirit
- Outstanding Achievement

# PA of the Year

This award recognises the PA or EA extraordinaire! They will be of immense value to a business leader or small management team. They will consistently over-deliver, maintaining an exceptional working partnership with their principal(s).

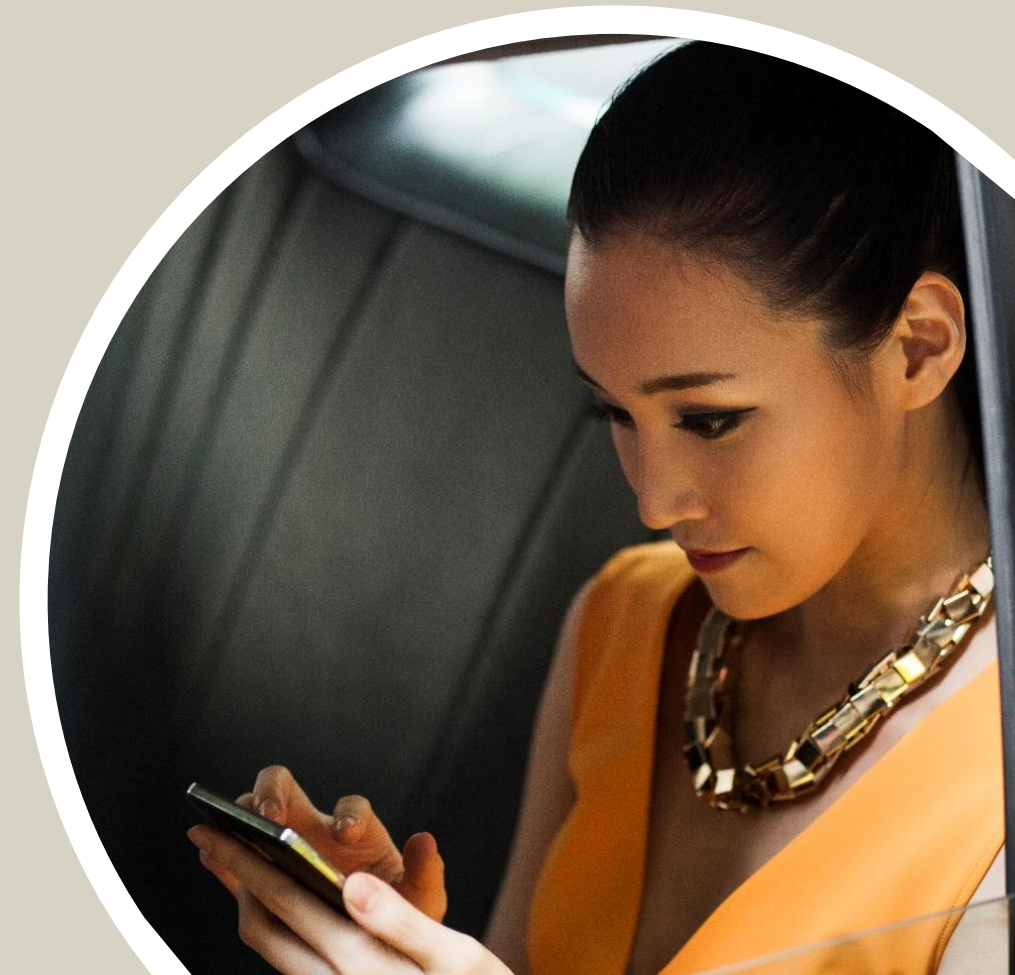
The winner will have outstanding communication skills, a thorough understanding of the tools and processes required to support their principal, and the skillset to pre-empt their manager's behaviours. In short, they will be exceptional at their job.



# Private PA of the Year

This award recognises the best private PA who looks after an individual or family's personal life/lives. They might provide day-to-day support with running a household, organising personal travel and overseeing their schedules.

The winner will demonstrate independence, organisation, discretion and a can-do attitude. Nothing is too much trouble for this individual; they provide exceptional support across the wide-reaching responsibilities of their role.



# Office Manager of the Year



Office managers are the backbone of an office, ensuring the smooth day-to-day running of a company. Whether it's expert negotiation with suppliers; implementing and sustaining superior processes; managing an IT upgrade flawlessly; or ensuring a seamless office move, we're looking for someone who has demonstrated an outstanding commitment to their firm and its ongoing success.

This category considers the activities and actions of the manager in terms of driving support, structure, culture and success.



# Receptionist of the Year

This award recognises the person who is often the first point of contact for the company. The receptionist of the year will demonstrate superb client relationship skills, represent the values of their organisation to a tee; answer calls and take messages without fault; and effortlessly manage multiple meeting rooms and refreshments.

The winner of this award oozes positivity in every way. They're dependable and the paragon of multi-tasking!



# Virtual PA of the Year

In the modern world of business, support staff have to change and adapt their working styles accordingly. The winner of this award will be able to manage their time to effectively support the organisation or individual they work with.

This award recognises the hard work undertaken by a tech-savvy virtual assistant with a focus on reliability, resourcefulness and an exceptional ability to multi-task. The winner will demonstrate how and why this role is so important within the business community.





# Temp of the Year

Temping is a fantastic flexible working option for a range of people at different stages of their lives. This award recognises the career temps who have chosen the varied and dynamic lifestyle of temp work, and highlights the array of different roles and responsibilities they take on.

The winner will have shown adaptability, reliability, and flexibility in their roles, and will be someone who has a proven track record of success in different companies.



# Team of the Year

This award recognises a team of support professionals who have gone above and beyond. The winning team will have demonstrated exceptional collaboration and have evidence to show how they have added value to the business they work for.

There must be a minimum of three administrative staff in the team, working for the same company, in order to qualify for this category.



# Rising Star

The Rising Star award shines a spotlight on an individual who is quickly proving themselves to be one to watch. They will have demonstrated their potential, using initiative and enthusiasm, gaining experience wherever possible.

We are looking for a newcomer to the support industry who is no more than three years into their working lives. The winner of this award will be already showing signs of becoming PA of the Year!



# Community Spirit

The award is for the support professional who embodies the heart and soul of the company. Their name is practically synonymous with their workplace's brand and they are consistently promoting their company and representing the ethos of the firm.

The winner will have demonstrated ways in which they have represented the company's core values in their actions.



# Outstanding Achievement

The winner of the Outstanding Achievement award will have shown true resilience and has a 'nothing-is-too-much' attitude. This award will shine a spotlight on the dedicated individual who exceeds expectations of what it means to be a support professional.

They consistently go above and beyond their job description to ensure the job gets done.



# Category guidelines

Each category will be marked on answers of maximum 500 words each. These answers should demonstrate how the nominee/s are the worthy winner/s of the title.

In addition to the 500 words, candidates can upload up to three pieces of evidence to support their entry. This could be in .jpg, .pdf, .png, word, excel or ppt format.

Please note word documents are not to be used to give more lengthy answers, but to support any statements made i.e. if a nominee stated that they created a staff handbook as part of their role, the handbook could be used as evidence.

All files should be labelled with the category and nominee names, and numbered if there are multiple pieces.

# Who can nominate?

[tiger-recruitment.co.uk/tiger-awards-2019](https://tiger-recruitment.co.uk/tiger-awards-2019)



You can nominate a colleague by choosing a category and giving us strong examples to support your nomination. Please include your name and email address along with the name and email address of the person you wish to nominate.



You can self-nominate by telling us all about you and your achievements and uploading supporting evidence if applicable.



You can also be nominated by your manager who will need to give us strong examples to support their nomination. Both parties should include their name and email address.

## Entry tips



Choose the categories you would like to enter



Read the category descriptions carefully



Read the Rules of Entry thoroughly



Write your submission following the category guidelines



Ensure you leave enough time to complete the process by the first deadline of 13/09/2019



Collate supporting material and images for your entry (if required)



Register and upload your submission using the 'Enter Now' button displayed on the website:  
[tiger-recruitment.co.uk/tiger-awards-2019](http://tiger-recruitment.co.uk/tiger-awards-2019)



Once you've entered, book your tickets for the Awards evening at:  
[eventbrite.co.uk/e/tiger-awards-2019-tickets-62196776232](http://eventbrite.co.uk/e/tiger-awards-2019-tickets-62196776232)



# Rules of entry

- Entries will be accepted from employers and individuals.
- Entries will be accepted on work carried out since July 2018.
- Each unique entry can only be considered in one category. The same individual may be entered in multiple categories but a new entry must be written to meet the individual criteria of each category.
- Entries must be submitted by 13/09/2019. The judges' decision is final and entrants may be asked to supply additional information if required. Any entries that have previously been submitted will be automatically disqualified.
- Tiger Recruitment Ltd reserves the right to request additional supporting materials if required.
- Please note that whilst our system will allow you to submit entries in a number of different categories this will need to be done through separate registrations. If you have any questions about the entry process please contact Chelcie Harry from Tiger Recruitment on: 0207 917 1801 or [chelcie.harry@tiger-recruitment.co.uk](mailto:chelcie.harry@tiger-recruitment.co.uk)

# Timeline of events



Applications open 29/07/2019



Application deadline 13/09/2019



Shortlist announcement 27/09/2019



Judging day 08/10/2019



Tiger Awards 16/10/2019



Please ensure that you keep these dates in your diary

# Judgement Process

Each category will be judged by its own sub-committee.

The Tiger Awards sub-committees will each receive copies of the application forms and supporting evidence; they will individually score them and the highest-scoring candidates will be shortlisted and announced on 27 September 2019.

The applications and supporting evidence of the shortlisted nominees will then be given to the entire committee to individually score, and the winners will be announced on 16 October 2019.

# The Big Night

Tickets for the Tiger Awards 2019 can be booked on Eventbrite by following the link [here](#)

Included with each ticket:

- Entry to the fabulous Barbican
- A prosecco reception surrounded by 2,000 tropical plants
- A sumptuous three-course meal with wine catered by Searcy's
- Silent auction with all proceeds going to charity
- Evening entertainment

Dress code: Evening-wear

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