



Association of Office Service Professionals

Office Services Center of the Year Award

The Office Services Center of the Year Award recognizes an entire member office services center for their outstanding contributions to their company and our industry.

Areas to be evaluated are employee engagement, effective use of technology, improving operating procedures and processes, cost reductions.

All in-house and outsourced facilities offering office services are eligible for nomination. The emphasis of this award is focused on the entire Office Service Center staffs' contribution as opposed to focusing on individual effort

Criteria:

Employee Engagement:

Describe departmental and firm-wide initiatives to improve workplace environment

New Technology:

Provide major equipment inventory of center with an emphasis on new acquired equipment, then discuss in detail the impact

this had on the department and corporation as a whole

Describe the role of the manager and staff members of the department

Process & Operational Procedure Improvements:

Describe improvements over former processes

Describe inter- and intra-departmental processes implemented by Office Service Center

Cost Reduction:

Describe any initiatives or countermeasures developed to reduce departmental and corporate costs

Industry and community involvement:

Describe any contributions to our industry, education and the community in general.

Innovations during COVID-19

For consideration, all applications must be fully completed and submitted by 08/30/2021. Submit on line or complete the attached form and return to:

**OFFICE SERVICES CENTER OF THE YEAR AWARD
AOSP c/o MSMA NATIONAL
PO BOX 3002
OAK BROOK, IL. 60522**

Or via e-mail: aosp@msmanational.org

Company:

Office Services Center:

List Department Members:

Employee Engagement:

New Technology:

Process and Operational Procedure Improvement:

Cost Reductions:

Industry and Community Involvement:

Innovations During COVID-19: