

April 22, 2015 is Administrative Professionals Day



Often the tone of an organization is set by the first point of contact an individual experiences; the voice you hear on the phone, the first face you see at the office, or the individual who comes to greet you for meetings, appointments and interviews. Throughout our schools and offices across the province, the Newfoundland and Labrador English School District is privileged to have a talented group of professionals working with us to create the best possible atmosphere for learning. They are known by a number of titles such as secretaries, administrative assistants, receptionists, administrative support professionals and more, though we recognize them as the multi-tasking stars of the office – the glue that keeps the office together!

This year, April 22nd is the official day to acknowledge the amazing contribution of our many administrative professionals throughout the District. Since 1952, workplaces across Canada have celebrated the contributions of these dedicated employees as part of an annual day of recognition. More than 60 years later, that workforce amounts to more than 475,000 professionals throughout the country. I encourage our staff and school communities to take the opportunity to honour these integral members of your team by acknowledging their skills, knowledge and loyalty - attributes that many consider to be the heart of an organization.

To all our administrative professionals, let me sincerely thank you for all you do, especially your efforts to ensure our schools and offices run smoothly, efficiently and effectively for our students and staff. Your work is truly essential in assisting our organization in realizing our collective goals and organizational objectives. Administrative professionals are assets to any organization and it is my hope that on Administrative Professionals Day, and every day, you are recognized as an important part of the District team.

Happy Administration Professionals Day.

Regards,

Darrin