



Singapore Association of Administrative Professionals

President's Message

Administrative Professionals Day Dinner - 25 April 2018



Dear Members and Guests

On behalf of SAAP, a very warm welcome to SAAP Administrative Professionals Day Dinner 2018.

To make tonight's event memorable and enjoyable, the APD dinner 2018 Organising Committee have put in much time and effort these past months to source for sponsors and to come up with a delightful programme. I would like to express my heartfelt gratitude to the Organising Committee Chairman, Jasmine Lee and her team members Cynthia Ho, Helen Seah and Ruth Ooi. I would also like to thank Priscillia Soon, Serena Chew and Lucillia Leong for their help at registration.

My sincere gratitude also to our generous sponsors and SAAP members who contributed door gifts and lucky draw prizes for consecutive years. Not to forget your support and presence tonight. Please give yourselves a round of applause.

This year, Management Council members remain determined to establish various collaborations and to continue to enhance the professionalism of Administrative Professionals through several avenues.

Our first task is to revamp our website. This is under the Social Media ad hoc committee whose members have contributed their time and ideas these past months. The Committee Chairman, Sandy Heng, will share these with us later tonight.

SAAP ASA co-ordinator, Past President, Margaret Chan Wee will also share with us latest updates on the 24th ASA Congress.

I am also happy to share with you the following developments:

SAAP was invited by ST Jobs as a supporting organisation for the PA and Administrative Professionals Master class on 27 April 2018. ST Jobs also initiated a collaboration and set up, for the 1st time, a dedicated microsite to celebrate Administrative Professionals Week. You may wish to invite your bosses to post messages of appreciation for you or your administrative colleagues on this site which is open until 29 April.

Being administrative professionals, we are known to be the pillars in the office and our “high touch profession” is still in demand. However, how we can complement our administrative skills and stay indispensable are the key issues.

I believe the following principles are particularly applicable to the administrative profession:

- 1 *Have a professional demeanor*
- 2 *Embrace technology to prioritise tasks and maximise productivity*
- 3 *Build a network of people*
- 4 *Volunteer in the office, community and professional associations*
- 5 *Be independently resourceful*
- 6 *Be a life-long learner*

Last, but not least, keep a positive mindset in your profession.

Now, it's time to relax, mingle with friends, colleagues and fellow administrative professionals and enjoy tonight's celebration.

Wishing all of you good health and success in your profession and, hoping to see you soon at SAAP's upcoming events.

Thank you.

Josephine Kwan
President 2017/2018