



Manager of the Year

The 'Manager of the Year' will be awarded to the most outstanding manager in the retail industry in Singapore, who is aged 31 or above as at 30 April 2016.

Judging Criteria:

- Leadership qualities
- Commitment to the company's success
- Achievements and contributions to the company and the retail industry in terms of how the manager has raised the standards, profile and image of the company and the retail industry in Singapore

Eligibility:

- The Award is open to all Singaporean / Permanent Resident managers in the retail industry in Singapore, who are aged 31 or above as at 30 April 2016, and are working in retail companies that are Ordinary Members of the Singapore Retailers Association.
- He / she must be holding at least a managerial position, and managing at least two levels of staff eg. supervisors and rank and file.
- The application can be for any eligible manager from any department within the company.

Application:

The application must be duly completed, verified by the CEO / Managing Director, and submitted together with the necessary supporting materials to:

Singapore Retailers Association
1 Coleman Street, The Adelphi #05-11B, Singapore 179803
Closing Date: 30 May 2016

Note:

Incomplete / illegible submissions, false particulars or wilful suppression of material facts will render the applicant liable to disqualification, or if awarded, to revocation of the Award.

Please type / write neatly in the space provided, and attach a separate sheet where necessary.

Details of the Company

Name of Company: _____

Business Address: _____

Name of Contact Person: Mr / Ms _____

Designation: _____

Tel: _____ Fax: _____ Email: _____

Details of the Manager

1. Name (*please underline surname*): Mr / Ms _____
Name in Chinese if applicable: _____
2. Date of Birth: _____
Age (*as at 30 April 2016*): _____
3. Nationality:
 Singapore Citizen
 Singapore Permanent Resident (*please specify citizenship*): _____
4. Designation: _____
Store Name & Branch Locations if applicable: _____
Number of subordinates reporting directly to the manager: _____
Total number of subordinates the manager is responsible for: _____
Please attach reporting structure.
5. Please explain in no more than 3 single-sided A4 sheets, why the manager deserves to win the Award. To support your submission, please provide the following details of his / her:
 - i. Job responsibilities;
 - ii. Leadership qualities;
 - iii. Commitment to the company's success; and
 - iv. Achievements and contributions to the company and the retail industry in terms of how the manager has raised the standards, profile and image of the company and the retail industry in Singapore.
6. Please submit the following items:
 - i. At least 30 digital images to show the job responsibilities and leadership qualities of the manager at work (300dpi in jpeg format on a CD-R);
 - ii. A short write-up by the manager on his / her passion and vision for retail, career goals, and how he / she plans to further raise the standards, profile and image of the retail industry in Singapore;
 - iii. His / her employment history; and
 - iv. Any other relevant supporting materials eg. accolades / awards / certificates attained.

Note: The quality of the digital images must be good enough for print and video / slide production. The SRA reserves the right to use the materials at the Awards Presentation and / or in other ways deemed appropriate. All materials submitted will become the property of the SRA and are not returnable.

Declaration

I declare that the application has been duly completed, and all information given is accurate to the best of my knowledge.

Name of CEO / Managing Director: Mr / Ms _____

Designation: _____

Signature: _____ Company Stamp: _____ Date: _____