

Happy
Administrative
Professionals
Day

You are:

The smiling face that greets
Whoever comes to call
And your hands type the letters
That go to one and all.

You are:

The one who answers the calls
That come throughout the day
And no matter what the problem
You know just what to say.

You are:

The one who brews the coffee
That makes the day go well
And what your kindness means
Words alone can't tell.

You are:

The one who is always busy
Making things go right
Though it seems we do not notice
As often as we might.

You are:

The spirit of the office
Always there to lend a helping hand
You are that extra special person
Who goes above and beyond the high demands.

Have a very happy Administrative Professionals Day

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