



Administration Assistant

This vacancy is open only to Aboriginal and Torres Strait Islander applicants, reflecting our commitment to the ABC's Reconciliation Action Plan, ABC Equity and Diversity Plan and the Equal Employment Opportunity (Commonwealth Authorities) Act 1987.

- Be a part of Australia's independent national broadcaster
- \$58K - \$72K p.a. + choice of 15.4% super
- Location: Ultimo, Sydney
- Contract Vacancy for Approximately 12 Months

The ABC strives for equity and diversity in the workplace, and to promote a culture of opportunity. Through its services the ABC seeks to represent, connect and engage with all the Australian community. In line with our focus on diversity, we are seeking applications from Indigenous Australians for this position.

Working at the ABC

The ABC is the nation's most trusted and independent source of Australian conversations, culture, and stories. With more than 4,000 employees from diverse backgrounds across more than 50 locations around Australia and overseas, we are proud to create, curate and deliver high-quality content that informs, educates and entertains Australian communities.

The ABC's a great place to work; we provide various opportunities for Indigenous staff, including attending the national Indigenous staff conference, activities during NAIDOC week, regular networking events and mentoring support.

You'll have a friendly and supportive environment to learn and grow in, with a vibrant, dynamic and cohesive team and a manager who will help you with any questions and give you regular opportunities to talk about your progress. You'll also have access to a network of Indigenous staff and support from the ABC's Indigenous Employment Manager.

About the Role

This role will see you responsible for providing administrative support to the office of the Chief Digital & Information Officer (CDIO) to assist the smooth and efficient running of the Product & Content Technology team.

Working very closely with the Executive Assistant to the CDIO you will also:

Maintain and update relevant files, databases and information system records.

Assist finance processes, including invoices and reconciliations of cab charges and travel expenses.

Organise & arrange meetings, events, conference room bookings, travel & accommodation.

Assist with coordination of HR processes.

About You

We are looking for an enthusiastic administrator with good organisational skills and knowledge in Microsoft Office applications or someone with a demonstrated willingness to acquire those skills.

We will provide training, support and mentoring to help you succeed in this role. You will also have:

- Previous administration experience
- Good communication and interpersonal skills
- Sound attention to detail and accuracy
- The ability to show initiative and work as part of a team, fostering good working relationships with colleagues.

How to Apply

Please complete the online application form via abc.net.au/careers

If you want to find out more please contact Kate Cohen, Executive Assistant to Chief Digital & Information Officer on (02) 8333 4267

Applications Close: 11:55 pm, 24 July 2019