



Administrative Officer

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 of the Australian community. In line with our focus on diversity, applications are strongly encouraged from Indigenous Australians, people from a range of cultural and linguistic backgrounds and people with disabilities. The ABC also aims to achieve a gender-balanced workforce.

- Darwin Location
- From \$57K plus choice of 15.4% super

The ABC is the nation's most trusted and independent source of Australian conversations, culture, and stories. With over 4,000 employees from diverse backgrounds, located across over 50 locations around Australia and overseas, we are proud to create, curate and deliver high-quality programming 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.

ABC News are looking for an Administrative Officer to provide administrative support to the News Coordinator and the wider state/territory news team. You will have a willingness to learn and some experience in providing administrative support in a similar role including preparing rosters and staff reports, invoice processing and following through procedures and processes.

For a full job description and application form visit

abc.net.au/careers

CLICK TO APPLY