



Unit Coordinator, Radio Sport

- Be a part of Australia's independent national broadcaster
- \$64K - \$71K p.a. + choice of 15.4% super
- Convenient CBD location (near Central Station)

About the ABC

The ABC is the nation's most trusted and independent source of Australian conversations, culture, and stories. With over 4,500 employees from diverse backgrounds, located across over 50 locations around Australia and overseas, the ABC is proud to create, curate and deliver high-quality programming that informs, educates and entertains.

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 ABC Radio

The ABC is the independent home of Australian conversations, Australian culture, and Australian stories. ABC Radio provides local, national and international content on linear, digital and online platforms across Australia. It offers the most compelling content for the broadest radio audience in the country, and delivers it with confidence, creativity and efficiency

About the Role

ABC has a vacancy for a highly motivated coordinator to provide administration and production support for Radio Sport.

As the Unit Coordinator, you will be responsible for rostering, financial and resource administration, special projects and production assistance/support as needed. You will also keep abreast of ABC policies and procedures and provide routine advice to staff as required.

Key responsibilities of the role include:

- Being the first point of contact for internal and external stakeholders as well as co-ordinate (under direction) departmental communication
- Checking and accurately putting information into the roster plan and timesheet
- Processing local invoices, payments and accounts
- Under direction of the Lead Unit Manager, monitor budget performance and variances, review line items and pay summaries, and prepare monthly forecast/accruals/journals.
- Generating paperwork for IT and phone requests and arrange procurement orders
- Organising all appointments, meetings, travel and accommodation requirements

About You

We are looking for an enthusiastic and self-motivated Unit Coordinator who can bring a perspective of culturally diverse communities and contribute to stories and conversations that reflect the broader Australian diversity landscape.

Appropriate support and mentoring will be provided to facilitate your success in this role. You will have:

- Previous experience as an office administrator
- Excellent communication and interpersonal skills
- Organisation skills and ability to work unsupervised
- Confidence using MS Office suite at an advanced level

For an overview of the role, please refer to the position description: **Unit Coord_Radio Sport PD.pdf**

For more information on working at the ABC visit abc.net.au/careers

For further information contact Melissa Buckley, Lead Unit Manager, Sydney & Sport on (02) 8333 2208

Applications Close: 27 October 2017

Recruitment Agency applications will not be accepted.

Applications must be submitted via the online portal [HERE](#)