



Administrative Assistant, Technology Support

- \$74K- \$80K p.a.
- Location - Southbank, Melbourne
- Job no: 500248

About the Role

ABC Product & Content Technology are looking for an Administrative Assistant to provide comprehensive administrative support to the Technology Support Manager and Team to facilitate the smooth and efficient running of the Department.

Reporting to Technology Support Manager VIC, you will:

- Act as first point of contact for the department
- Undertake projects as directed including research and analysis of data/information
- Maintain and update relevant files, databases and information system records
- Process supply requisitions, orders, contracts and requests for tender/quotes and reconcile procurement cards
- Prepare, reconcile and arrange timely payment of accounts

About You

Does this exciting and challenging opportunity interest you? You'll be a lateral thinker, with great problem solving and communication skills.

You are known as a great team player and like being hands-on as well as to learn and constantly adapt to new technologies. To ensure success in this role you will have:

- Substantial experience in the provision of administrative support to line or senior management
- Good knowledge of office management principles with accomplished skills in a range of computer systems
- Excellent interpersonal and communication skills, with ability to negotiate effective outcomes
- Excellent administrative and organisational skills, with an aptitude for accuracy and attention to detail
- Able to plan and use resources in a cost-effective manner

How to Apply

Please complete the online application form (found here abc.net.au/careers) and submit as part of your application a Cover Letter and Resume. (Please note, there is no requirement to address the Selection Criteria as part of your application.)

For an overview of the role, please refer to the position description: 50011063 ADMIN ASSISTANT.pdf on our website by clicking on the **ABS ON-LINE** link below.

For further information please contact Peter Lee, Manager, Technology Support VIC on (03) 8646 1298

Applications close – 11.55pm 19 February

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

**ABC
ON-LINE**