



Administration and Marketing 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 - \$63K p.a. + choice of 15.4% super
- Sydney CBD location
- Job no: 500023

Working at the ABC

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 across over 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 is 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

ABC Commercial are seeking an Administration and Marketing Assistant to join the Publishing and Licensing team in a full-time ongoing role. Under direction from the Manager, senior team members and working closely with a range of internal and external stakeholders, this key role you will see you providing administrative support and contributing to the marketing of product releases.

Your key responsibilities will be to assist with:

- The marketing and promotion of the business unit's product releases.
- Editorial approvals of licensed products created by external partners to ensure ABC editorial policy guidelines are met.
- The creation of brand presentations and the development of brand assets as required.

About You

With sound communication skills, proven ability to establish proactive stakeholder relationships and with a customer-centric approach, you will bring:

- Demonstrated administrative support experience, high attention to detail with the ability to manage own workload.
- The ability to plan and use resources in a cost effective manner.
- Qualifications in marketing, publishing or media (desirable).
- Experience in social media (desirable).

For an overview of the role, please refer to the position description at abc.net.au/careers

Applications Close: 21 October 2018 - Applications must be submitted online.

For further information please contact Jenni Powell, Brand Manager on (03) 8646 1643.

**ABC
ON-LINE**