



## Human Resources Administrator

*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.*

- Ultimo Location
- \$58k - \$63k p.a. + choice of 15.4% superer

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 People and Culture are looking for a HR Administrator to provide administrative support to the Director's office and the People and Culture Team.

You will have appropriate educational qualifications and/or relevant experience and demonstrated administrative and organisational skills including capacity to prioritise to effectively manage workflow and output with an aptitude for accuracy and attention to detail.

**Applications close: 18 July 2018 11:55 PM AUS Eastern Standard Time**

For a full job description and application form visit

**[abc.net.au/careers](http://abc.net.au/careers)**

**Job no: 499770**

**CLICK TO APPLY**