



## Marketing & Administrative Coordinator

- Be a part of Australia's independent national broadcaster
- Convenient CBD location in the heart of Ultimo (near Central Station)
- \$62K - \$70K p.a. + choice of 15.4% super

### 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, 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.

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

Come and join our vibrant Radio & Regional marketing team, providing administrative assistance to the Head of Radio & Regional Marketing as well as marketing and administrative support to the Brand Manager, Music.

- Diary management, organising travel, meetings support, invoices, stationery, filing, ad hoc event/conference coordination.
- Coordinate integrated marketing activities (including promos, digital, SEM and social media campaigns) across ABC Podcasts, RN, triple j, Double J and other channels and priorities.
- Assist the Brand Manager, Music in the management of events and activities.
- Coordinate communications with various stakeholders to ensure that day to day activities occur timely and accurately.
- Coordinate the establishment and regular update of a database of marketing activity including post analysis and review.
- Assist the Brand Manager, Music to identify, through audience research data, opportunities to increase audience reach and share.

### About You

Enthusiastic and super organised with the ability to make sound judgements, prioritise and finding solutions in a dynamic environment. Ideally, you'll also be familiar with the ABC Radio's content, channels and platforms and would have some experience in coordinating marketing campaigns and projects. Is this you?

- Proactive multi tasker with exceptional attention to detail.
- Great communication skills with the ability to work effectively with people of all levels.
- Experience of admin support for a senior manager and team preferably within a marketing team.
- Proven ability to develop and maintain databases, budgets and information records.
- Strong computer skills, especially with MS Word and Excel.

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

For an overview of the role, please refer to the position description:  [P441589 - Marketing Admin Coordinator.pdf](#)  
For further information about this role contact Jocelin Abbey, on (82) 2847 or (02) 8333 2847.

*Recruitment Agency applications will not be accepted*

**Applications must be submitted via the online portal [HERE](#) | Applications Close: 14<sup>th</sup> May 2017**