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| Position Title | Administrative Officer | Position No | S30004312 |
| Team | News | Band | 3 |
| Department | Regional and Local Coverage | Classification | Admin/Professional |
| Location | Darwin | Schedule | A |
| Reporting to | News Operations Manager, News NT | Roster Group | Non Rostered |
|  |  | Endorsement | (to be completed by HR) |
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| Purpose |
| As a member of the News Division administrative team, provide administrative support to the News Coordinator and the wider state/territory news team. |
| Key Accountabilities |
| * Under the routine direction of News Coordinator, collect and input data to prepare and process timesheets and rosters for the state/territory team.
* Actively support senior staff in their daily activities including booking and coordinating meetings, travel and events and provide a high level of customer service to ABC guests where required.
* Assist with news team expenditure including administering invoices, petty cash, payment requests and cab charges.
* Maintain and update office supplies, staff information and filing systems.
* Foster and maintain good working relationships within the team and other ABC departments as required to escalate enquiries, liaise with staff as a first point of contact and coordinate training and onboarding requirements.
* Actively promote the ABC values and apply all relevant workplace policies and guidelines.
* All ABC staff are required to cooperate with any reasonable instruction, procedure or policy relating to safety, and take reasonable care for their own safety and that of other persons who may be affected by their conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Divisional Directors, and Other Officers.
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| Key Capabilities/Qualifications/Experience |
| 1. Demonstrated experience in providing administrative support in a similar role including preparing rosters and staff reports, invoice processing and following through procedures and processes.
2. Good interpersonal and communication skills and the ability to work effectively with a range of people and assist in building relationships within the ABC and external stakeholders.
3. Some experience in planning and prioritising projects and tasks; delivering with a high attention to detail while working under pressure to tight deadlines.
4. Some experience in records and office management with experience or ability to learn to administer and reconcile invoices, travel, petty cash, payments requests and cab charges.
5. Demonstrated administrative and organisational skills including the capacity to prioritise and effectively manage workflow and output with the ability to take the initiative and make sound judgements.
6. Demonstrated proficiency in the use of Microsoft desktop products, SAP HR/Finance, ScheduAll and other relevant systems.
7. An understanding of and commitment to the ABC's [aims, values and workplace policies.](http://about.abc.net.au/)
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