



POSITION DESCRIPTION

Position Title	UNIT COORD/ASSISTANT TO HEAD ABC MADE	Position No.	50048419
Team	[Audiences]	Classification	[Administrative/Professional]
Department	ABC Made	Schedule Roster Cycle	[Schedule A] [Non-Rostered]
Location	Ultimo	Band / Level	[Band 5]
Reports to	HEAD, ABC MADE 30006501	HR Endorsement	2/07/2019

Purpose

To provide high level assistance to the Head Creative Services. To ensure efficient management and compliance for the ABC MADE team by working across departmental financial and production needs and ensuring those needs are managed within ABC policy and procedures.

Key Accountabilities

- Provide a high level of support to Head Creative Services including diary management, dealing with telephone/email enquiries, greeting of clients, organising travel, meeting/document preparation, couriers, event/conference co ordination, coordinating meeting rooms and printing/scanning (and any other general office support function).
- Provide administration and organisational support to the MADE Executive team.
- Provide administrative support as required for the ABC MADE team including VISA reconciliation, invoice processing, invoice queries, COS orders for Audiences, IT requests and office purchases.
- Coordination of HR processes across the team including leave monitoring & management, on boarding of new staff including payroll forms, WHS Induction, network & building access and freelance contracts as required.
- Coordinate financial processes across the team including invoice payment, CabCharge account management, budget tracking.
- Coordinate freelance engagement including contracting, insurance and schedules.
- Maintain database and filing system including electronic files and records
- Liaise and maintain effective communication within the department, with other internal departments and production units and with external stakeholders. Act as first point of contact for administration enquiries within the team.
- Research and support projects as required ensuring a high level of accuracy
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Demonstrated high level administrative skills and organisational ability, with an aptitude for accuracy
2. and attention to detail
3. Working knowledge of the television understanding of television production process and/or exposure to working in media, advertising or creative industry.
4. Well developed interpersonal and communication skills including ability to prepare clear and concise





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5. Reports. A 'can do' attitude and willingness to help the entire team.
6. Process driven, with demonstrated ability to establish and maintain office systems and adapt to new systems including SAP and Workamajig.
7. Demonstrated analytical skills with an ability to communicate effectively at all levels
8. Excellent computer skills including and understanding of and ability to use databases, with high level
9. experience using MS Office applications & SAP Finance.
10. Accomplished time management skills with ability to prioritise and work well under pressure with tight
11. deadlines
12. Ability to work well as part of a team and establish effective working relationships with colleagues and stakeholders.
13. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
14. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
15. **Diversity and Inclusion** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.