



POSITION DESCRIPTION

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| Position Title | Administration and Marketing Assistant | Position No | 50047880 |
| Team | ABC Commercial | Band | 3 |
| Department | Publishing and Licensing | Classification | Administrative/Professional |
| Location | Ultimo | Schedule | A |
| Reporting to | Manager ABC Publishing and Licensing | Roster Group | Non-Rostered |
| | | Endorsement | |

Purpose

To provide administrative support to ABC Publishing and Licensing business and contribute to the marketing of product releases.

Key Accountabilities

- Provide administrative services for the Publishing and Licensing team including dispatching internal and external correspondence, assisting with travel and accommodation bookings for staff, taking minutes of meetings, photocopying, arranging couriers, ordering stationery and other office supplies, and handling general enquiries.
- Under direction from the Manager and other senior team members, approve ABC brand usage on material produced by external partners and assist with the editorial approvals of licensed products created by external partners to ensure ABC editorial policy guidelines are met.
- Assist in duties associated with the marketing and promotion of the business unit's product releases including the coordination of publicity mail-outs, competitions and despatch of prizes, creation of social media assets and identification of promotional opportunities on ABC and third party platforms.
- Assist with the creation of brand presentations and the development of brand assets as required.
- Work closely with a range of internal and external stakeholders to ensure business objectives are met.
- Provide general support for the maintenance of office equipment and property; provide administrative support for the General Manager's office as required.
- 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 persons 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. Relevant administrative support experience. Qualifications in marketing, publishing or media desirable.
2. Demonstrated ability to manage own workload to ensure timely completion of tasks; ability to plan and use resources in a cost effective manner; attention to detail essential.
3. Demonstrated computer literacy using a range of PC applications including sound knowledge of Photoshop. Experience in social media desirable.
4. Sound communication skills with proven ability to establish proactive stakeholder relationships and understand client needs.
5. Willingness to work as a part of a team and to establish effective working relationships with colleagues.
6. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.





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7. **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.
8. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.
9. Demonstrated knowledge and understanding of Aboriginal and/or Torres Strait Islander cultures and an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people. And, ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.

