



Communications Assistant

Location – Sydney Adventist Hospital

- Full time opportunity
- Vibrant, multi-faceted organisation
- Salary sacrificing opportunities

Adventist HealthCare currently has an exciting opportunity for a Communications Assistant to join our Marketing & Corporate Communications team based at Sydney Adventist Hospital, Wahroonga.

This role will utilise your skills to assist with a wide variety of tasks including:

- Researching, writing, curating, preparing and loading content for AHCL Publications, intranet, website, social media, media and audio-visual productions
- Photography
- Assistance with media, filming, editing, public affairs and event requirements

As the successful candidate, you will be enthusiastic, creative, flexible, organised and enjoy working in a busy work environment. You will be comfortable working independently as well as within a team.

Essential Criteria:

- Communications Degree (or similar)
- Excellent verbal & written communication skills
- Good knowledge of Microsoft Office Suite
- Experience in a communications role or internship.

Skills and experience in social media, and audio-visual production will be highly regarded.

Only Australian residents or people with unlimited rights to work permanently in Australia are eligible to apply for this position. Must have own transport and current Australian driver's licence.

For further information please contact: Leisa O'Connor, Corporate Communications Manager – (02) 9487 9416 or email leisa.oconnor@sah.org.au

As we are expecting a high volume of applications for this role, please outline your address of the selection criteria succinctly and clearly in a covering letter. Please also attach your curriculum vitae.

Closing Date for applications – 4 May 2018.