



About Australian Reinsurance Pool Corporation

Recruitment

ARPC offers excellent career experiences, ongoing learning and development and attractive working conditions. Selection for vacancies is based on merit. Please see the [summary of conditions of service for ARPC staff](#) and [ARPC's pay and grading structure](#).

Current Vacancies

ARPC is currently recruiting for a Communications Officer who would work alongside the Manager, Communications, on the production and delivery of high quality corporate communications and events.

Be a part of a close knit, supportive team which values your personal development and career growth.

Your key duties will include:

- Responsibility for website and social media content management
- Conducting qualitative and quantitative research and analysis in support of developing thought leadership materials
- Drafting communication materials and collateral
- Maintaining the media enquiries register
- Managing media distribution and the daily media monitoring function
- Maintaining the communication activities calendar
- Assisting with project management and delivery of key high profile, corporate events
- Participating in corporate projects
- Building and maintaining strong internal and external relationships

About you:



- Tertiary qualifications in Communications or related field
- Relevant experience in communications and/or marketing
- Enjoys project management and co-ordination of events
- Energy and passion for the Communications profession
- A strong professional attitude

Benefits:

- Competitive salary
- Annual lifestyle payment
- Paid days off between Christmas and New Year's day
- The option to purchase additional annual leave
- Professional development in support of an individual development plan (attendance at seminars, conferences and financial assistance with tertiary study)
- Comfortable, modern office and small team working environment
- Based in the CBD

For more information and to apply, please email Sonia Talwar, Senior Manager Human Resources, for more information at Sonia.talwar@arpc.gov.au