



Bath Stewart Associates

Surveying | Engineering | Planning

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Office Administrator | Executive Support

Bath Stewart Associates is one of the region's most established surveying and land development consultancies, delivering trusted advice and exceptional service to clients across New South Wales for more than 40 years.

We are seeking an experienced, highly organised and professional Office Administrator to join our team in a pivotal full-time position.

If you thrive on creating order, enjoy taking ownership of your work, and have a genuine passion for providing outstanding customer service, we'd love to hear from you.

The Opportunity

As the face and voice of Bath Stewart Associates, you will be responsible for creating an exceptional experience for our clients while managing the day-to-day administration that keeps our business running efficiently.

Your Responsibilities

- Be the first point of contact for clients, consultants and stakeholders
- Manage incoming calls, emails and correspondence
- Prepare high-quality reports, proposals, quotes and documentation
- Coordinate diaries, meetings and project administration
- Maintain accurate records and confidential documentation
- Oversee office systems, supplies and general operations
- Support the leadership team with executive administration
- Identify opportunities to improve processes and efficiencies
- Contribute to a positive, collaborative workplace culture

About You

You are someone who naturally takes ownership, notices the details others miss, and enjoys delivering work to an exceptionally high standard. You'll bring:

- Several years' experience in a professional administration or executive support role
- Outstanding written and verbal communication skills
- Exceptional organisational and time management abilities
- A high level of professionalism, discretion and integrity
- Strong initiative with the confidence to work independently
- Advanced Microsoft Office skills or willingness to learn
- The ability to juggle multiple priorities while remaining calm under pressure
- A commitment to providing an exceptional client experience



Why Join Bath Stewart Associates?

This is an opportunity to build a long-term career with a highly respected local business that values professionalism, trust and quality. We offer:

- A full-time permanent position
- A supportive, close-knit and professional team
- A modern, well-established workplace
- Genuine autonomy and responsibility
- Opportunities to contribute ideas and improve business systems
- Competitive remuneration aligned with experience
- Stability within a successful and growing business

If you're looking for a role where your professionalism, initiative and organisational skills will truly be valued, we'd love to hear from you.

Apply today by submitting your resume and a cover letter to accounts@bathstewart.com.au.

Job closes: Wednesday 19th August