



Bath Stewart Associates

Surveying | Engineering | Planning

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Office Administration – Full time

Bath Stewart Associates

About the company

Bath Stewart Associates was established in 1982 and is a multi-disciplinary surveying consultancy. We offer surveying, urban and rural planning, civil design, and project management services in Tamworth and the surrounding areas.

About the role

We are seeking a candidate to join our team and fill our Office Administration vacancy. Our Office Administration personnel are responsible for efficiently and effectively providing high-quality and confidential administrative support to the Bath Stewart Associates' team.

Skills and Experience

- 2 years minimum experience in a similar role/ Experience working in a professional services practice.
- Skilled in using Microsoft Office applications and management software systems.
- Excellent interpersonal and communication skills, with the ability to establish effective working relationships with partners, team members, and external stakeholders.
- Positive attitude with the ability to work under pressure, multitask, organise, and prioritise effectively.
- Respect for all Team Members, committed to handling issues sensitively and confidentially.

Specifics

The successful candidate will need strong organisational and communication skills to effectively manage inquiries and correspondence. Attention to detail is crucial in this role, so a strong affinity for noticing and addressing even the smallest of details is essential.

Your application will be treated confidentially.

Please email a cover letter and resume to accounts@bathstewart.com.au

Should you have any specific questions, please get in touch with the Bath Stewart office on (02) 6766 5966.

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