

# CONVEYANCING SECRETARY CAPE TOWN



**Date: 21 January 2025**

**A vacancy has arisen in the Property Team for a Conveyancing Secretary based in the Cape Town office.**

## **Key areas of responsibility include:**

- Taking ownership of the transaction from beginning to the end which includes residential and commercial property transfers.
- Preparing files accurately according to specifications.
- Administering and organizing the Conveyancing legal practice of the Director.
- Effective stakeholder communication essential for both internal & external parties (Banks, Deeds Office, etc.)
- Drafting Documents.
- Attending to Lodgements and Registrations of all Bond Cancellations and Bonds
- Attending to all the Finances related to the conveyancing transactions

## **Competencies:**

- Attention to detail & Quality focused.
- Ability to multi-task & have good organizational skills.
- Ability to work independently and meet strict deadlines.
- Solid and stable conveyancing secretarial experience required.

## **Requirements:**

- Matric Essential.
- Legal secretary / paralegal / conveyancing qualification advantageous.
- 5 years Conveyancing Secretarial experience essential.
- Full working knowledge of all MS packages.
- Experience on the Standard Bank Bonds is preferred.
- In-depth knowledge of conveyancing software/systems such as: Lexis Convey, Lotus Notes, E4 (portal based) and Windeed.

**Should you wish to discuss your interest in this position please contact:**

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