

Conveyancing Secretary

Remuneration:	market-related
Location:	Cape Town, V&A Waterfront
Job level:	Junior/Mid
Type:	Permanent
Reference:	#Legal Secretary
Company:	Smith Attorneys

Requirements include:

- +/- 3 years' experience in property transfers
- Conventional and Sectional Transfers
- Experience in LexisConvey essential
- Good organisational, communication & administrative skills.
- Able to work independently
- Meticulous attention to detail is essential, and
- Able to work under pressure

Please Forward CV and supporting documents to sec@smith.co.za

Salary will be market-related and commensurate to experience.

Kindly forward the curriculum vitae and supporting documentation to sec@smith.co.za

Posted on 23 Apr 13:36, Closing date 22 Jun

Apply by email

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sec@smith.co.za

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