

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

Faranaas
sec@smith.co.za

Or apply with your Biz CV

Create your CV once, and thereafter you can apply to this ad and future job ads easily.



See also: [Personal Assistant](#), [Secretary](#)