

# Conveyancing Secretary

<b>Remuneration:</b>	market-related
<b>Location:</b>	Cape Town, V&A Waterfront
<b>Job level:</b>	Junior/Mid
<b>Type:</b>	Permanent
<b>Reference:</b>	#Legal Secretary
<b>Company:</b>	<a href="#">Smith Attorneys</a>

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](mailto: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](mailto:sec@smith.co.za)

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

## Apply by email

Faranaas  
[sec@smith.co.za](mailto: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.

 Apply

See also: [Personal Assistant](#)