

Conveyancing Clerk - Permanent Part-Time

An opportunity has opened up for a Legal Clerk at a small suburb legal firm. The Part time position will suit a candidate who wants to take on a 3-4 day week which is open negotiation.

Experience in Conveyancing is preferred. There is scope to extend the role to areas of Estates, Wills and general matters. Having the skill to work autonomously on matters and maintain high standards in their work ethics and organisational skills is favourable. Support will be provided to ensure a smooth start where needed.

Conveyancing files will have a focus on general property matters, such residential, some commercial and also property development matters.

Position will based between Springvale and Dingley Village offices.

Duties include:-

- Opening new files, database management and file management.
- Undertaking searches and obtaining certificates.
- Have knowledge in drafting documents associated with the sale/purchase of property.
- Dealing with external parties including real estate agents and other law firms.
- Knowledge in using PEXA.
- Approx 1 to 2 years previous experience in a conveyancing assistant / law clerk conveyancing role with a law practice / firm.
- Knowledge of property law processes and procedures.
- Professional, enthusiastic and shows great interpersonal skills with clients and colleagues.

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