

TALENT ON TAP

Our client, a medium-sized law firm based in Johannesburg North is seeking a highly motivated **Junior Conveyancing Attorney** to join our team on a full-time, permanent basis. As a Junior Conveyancing Attorney, you will be responsible for handling various aspects of property law, including but not limited to property transfers, bond registrations, and bond cancellations.

Duties & Responsibilities

- Conducting title searches and due diligence on properties.
- Drafting and reviewing legal documents related to property transactions.
- Liaising with clients, banks, and other parties involved in property transactions.
- Attending to property transfers, bond registrations, and bond cancellations.
- Managing files and ensuring all necessary documentation is in order.
- Providing legal advice and guidance to clients on property matters.
- Assisting senior attorneys with complex conveyancing matters.
- Keeping up-to-date with changes in property law and regulations.
- Maintaining accurate records and documentation of all transactions.

Desired Experience & Qualification

- LLB qualified conveyancer.
- Deed office processes at the Pretoria Deeds Office in particular.
- Experience in Bond registration – FNB & Standard Bank.
- Experience with Normal Transfers.
- Knowledge of the general Litigation at the Pretoria High Court, Mag Court, and Regional Court.
- Minimum of 1+ years' experience in conveyancing.
- Knowledge of property law and conveyancing procedures.
- Strong attention to detail and organizational skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and in a team environment.
- Proficient in Microsoft Office and legal software.
- Ability to handle a high volume of work and meet tight deadlines.



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Salary 20 k + Commission