



Law firm requires the services of **an admitted Conveyancer and Notary Public to join our dynamic firm.**
Must be able to work under pressure in a fast paced, legal environment.

KEY PERFORMANCE AREAS

1. Supervising the preparation of deeds relating to:
 - 1.1 standard deeds of transfer;
 - 1.2 certificate of title;
 - 1.3 deceased estate transfers;
 - 1.4 sales in execution;
 - 1.5 transfers following judicial separation;
 - 1.6 rectification transfers;
 - 1.7 partition transfers;
 - 1.8 mortgage bonds;
 - 1.9 notarial deeds of servitudes;
 - 1.10 ante nuptial contracts;
 - 1.11 notarial lease agreements;
 - 1.12 notarial bonds
 - 1.13 Sectional titles
 - 1.14 sectional mortgage bonds
 - 1.15 notarial deeds of cession of rights.
2. Attending to the signing of documents by clients
3. General understanding of the documentation to be signed by clients as required by financial institutions in respect of mortgage bonds and attending thereto.
4. Preparing progress reports to financial institutions, meeting with attorney liaison officers of financial institutions and monitoring the performance of the firm and overseeing the performance ratings.
5. Overseeing the work of conveyancing secretaries and assisting where necessary with, inter alia:
 - 5.1 Preparation of documents for lodgement in the Deeds Office;
 - 5.2 Preparing pro forma statements of account and reconciliation of finances on registration of transactions;
 - 5.3 Communicating with clients.
6. Assisting with marketing
7. Assisting in the Brooklyn and Centurion office
8. Working independently on certain files

MINIMUM REQUIREMENTS:

- Admitted attorney with 2 – 3 years post admission experience as a Conveyancer and Notary
- Experience working with ABSA and Nedbank Bond and Bond cancellations is an added advantage.
- Integrity
- Strong work ethic
- Desire to go the extra mile
- Ability to work under pressure and meet deadlines
- Good verbal and written communication skills
- Negotiation skills

QUALIFICATION/S

- LLB Degree
- Admitted Attorney, Conveyancer and Notary

REMUNERATION

Negotiable

**E-Mail CV's to: hr@rwafrica.com
Attention: Thelma Molefe**