

Commercial Property and Conveyancing Secretary (Johannesburg)



Date: 9 July 2026

A vacancy has arisen in the Commercial Property team for a Commercial Property and Conveyancing Secretary

Key areas of responsibility include:

- Taking transfer (including sectional title) instructions which will include (amongst other things), drawing of documents, checking of documents, attending to signing of documents, registration of final accounts and despatching documents to clients
- Preparing files accurately and according to specifications
- Attending to lodgements and registrations of all conveyancing matters
- Liaising with clients, correspondents and internal deeds office clerk/driver, etc.
- Conducting property, person and company searches
- FICA administration, following up to ensure the FICA requirements are complete
- Ensuring the filing system is kept up to date (hard copy and electronic)
- Typing and formatting legal documents and commercial agreements (copy typing required)
- Incorporating amendments to legal documents and commercial agreements
- Maintaining/updating client contact details
- Capturing timesheets of multiple professionals
- Preparing pre-bills and billing memos (sending same to client)
- Following up with debtors on unpaid invoices

Commercial Property and Conveyancing Secretary (Johannesburg) Cont...



Academic/Skills/Experience

- Matric essential
- Legal secretary / conveyancing qualification advantageous
- Minimum of at least 8 years conveyancing experience
- Full working knowledge of all MS packages
- Experience on Investec bond cancellations advantageous
- In-depth knowledge of conveyancing software/systems such as: Lexis Convey, E4 (portal based), Windeed and Search Works
- Basic knowledge on Aderant Expert (CMS) accounting system

Competencies

- Ability to type documents confidently with attention to detail
- Ability to work fast, accurately, efficiently and independently
- Ability to take initiative and be proactive
- Ability to work under pressure for prolonged periods
- Sense of responsibility and ownership of files
- Maintaining confidentiality in all matters
- Good people skills and team spirit
- Excellent client management skills

Should you wish to apply for this position please send a comprehensive CV to:

Sarah O'Brien

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