CONVEYANCING SECRETARY
CAPE TOWN

Date: 02 November 2026

A vacancy has arisen in the Property Team for a Conveyancing Secretary based in the Cape Town office.

Key areas of responsibility include:

- Taking ownership of conveyancing transactions from beginning to end, including residential and commercial property transfers.
- Preparing files accurately and in accordance with prescribed specifications.
- Administering and organising the Director's conveyancing legal practice.
- Communicating effectively with internal and external stakeholders, including banks, municipalities, rates consultants, estate agents, the Deeds Office and other relevant parties.
- Drafting conveyancing documents.
- Obtaining Transfer Duty and Rates Clearance Certificates.
- Attending to lodgements and registrations of all property transfers, bond cancellations and bonds.
- Attending to all financial matters relating to conveyancing transactions.

Should you wish to discuss your interest in this position please contact:

Janine Theron
theronj@werksmans.com
021 405 5234

Competencies:

- Excellent attention to detail and a quality-focused approach.
- Ability to multitask and demonstrate strong organisational skills.
- Ability to work independently and meet strict deadlines.
- Solid and stable conveyancing secretarial experience.
- Strong communication and interpersonal skills.

Requirements:

- Matric qualification essential.
- A legal secretary, paralegal or conveyancing qualification would be advantageous.
- Minimum of 10 years' conveyancing secretarial experience essential.
- Full working knowledge of Microsoft Office packages.
- Experience with RMB Private Wealth banking system advantageous.
- Experience with Standard Bank Bonds essential.
- In-depth knowledge of conveyancing software and systems, Lexis Convey, Lotus Notes, E4 (portal-based), Windeed.