CONVEYANCING SECRETARY
(Johannesburg)

Date: 03 November 2026

A vacancy has arisen in the Conveyancing team for a Conveyancing Secretary

Key areas of responsibility include:

- Taking bond instructions including commercial bonds and notarial bonds which will include (amongst other things), drawing of documents, checking of documents and despatching documents to clients
- Attending to bond cancellations
- Knowledge of and experience in transfers and ancillary deeds registry transactions would be advantageous
- Preparing files accurately and according to specifications
- Administering and organizing the bond practice
- Attending to lodgements and registrations of all conveyancing matters
- Attending to all the finances related to the bond transactions
- Liaising with clients, correspondents and internal deeds office clerk/driver, etc.
- Conducting property, person and company searches
- Running and administrating own portfolio
- FICA administration, following up to ensure the FICA requirements are complete
- Ensure the filing system is kept up to date (hard copy and electronic)

Should you wish to apply for this position please send your CV to Jeanarie Norquoy:

jnorquoy@werksmans.com

Requirements:

- Matric essential
- Legal secretary / conveyancing qualification advantageous
- 6+ years experience as a conveyancing secretary
- Microsoft Office Suite programmes, more specifically MS Word
- Experience with Nedbank and Standard Bank required
- Experience with Investec advantageous
- In-depth knowledge of conveyancing software/systems such as: Lexis Convey, Web Convey. E4 (portal based) and Windeed
- 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
- Strong communication skills (verbal and written)
- Ability to take initiative, be proactive and diligent
- Must be well-organised and conscientious
- Honest, reliability and punctuality
- Ability to work under pressure for prolonged periods
- Sense of responsibility
- Maintaining confidentiality in all matters
- Good people skills and team player
- Excellent time management skills
- Excellent client management skills