CONVEYANCING SECRETARY
CAPE TOWN

Date: 01 October 2026

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

Key areas of responsibility include:

- Attending to Nedbank bond registrations including commercial bonds and notarial bonds which will include (amongst other things), drawing of documents, checking of all security documents and dispatching documents to clients
- Attending to all property transfers which will include opening of files, drafting of transfer documents, obtaining SARS receipts, and rates clearance certificates from municipalities and deliveries.
- Attending to bond cancellations
- Knowledge of and experience in transfers and ancillary deeds registry transactions essential
- Preparing files accurately and according to specifications
- Administering and organizing conveyancing practice in general, including Nedbank bond and transfer practice
- Attending to finances of all conveyancing matters.
- 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)

Competencies:

- Attention to detail & Quality focused.
- Ability to multi-task & have good organizational skills.
- Ability to work independently and meet strict deadlines.
- Solid and stable conveyancing secretarial experience required.
- Ability to work under pressure

Requirements:

- Matric Essential.
- Legal secretary / paralegal / conveyancing qualification advantageous.
- Minimum of at least 5 years Conveyancing experience
- Full working knowledge of all MS packages.
- Experience on the Nedbank Home Loans bank system is essential.
- In-depth knowledge of conveyancing software/systems such as: Lexis Convey, Lotus Notes, E4 (portal based) and Windeed.

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

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