



WE WANT YOU TO JOIN US.

DO YOU:

Want work/life balance?

Think you can close any deal in the world?

Have a "can do" attitude to every situation?

Have excellent communication skills?

Have an immense passion for helping people and making their dreams come true?

IF YOU THINK THIS IS YOU, GET IN TOUCH BECAUSE WE HAVE THE JOB FOR YOU!!!

SENIOR CONVEYANCER

We are looking for a full time Senior Conveyancer.

They will be:

- required to manage the conveyancing process from start to finish off a matter;
- able to handle their own files;
- able to handle their own clients and referrers;
- able to liaise with the client / bank / agent / other side;
- able to prepare the required legal documents, arrange settlement with all parties, order searches etc.
- able to handle a high volume, fast paced and process driven position;
- a person who backs their own skills set;
- a person who has the confidence to drive and expand the business and the ambition to improve their own knowledge and learning;
- not afraid to take on the challenge and grow their own referral base.

We will be:

- needing someone with a minimum of 2 years full time conveyancing experience;

- needing someone who can work autonomously or in a team environment who is competent with the process from end to end;
- Asking for a confident person who is comfortable liaising with new clients and seeking out new referrers and clients to bring into the business.

We offer:

- A fun, friendly, professional office.
- Conveyancing department backed by a quality law firm where attention to detail and customer focus is of utmost importance;
- A team that enjoys where we work and the people we work with;
- A team that helps each other and support each other if and when required.
- a Queensland based firm that has been operating for nearly 100 yrs... so we aren't going anywhere;
- a firm that is very involved in our local communities. We believe and treat everyone who crosses our path to be a part of those communities.

Gone are the days of cranky, rude, unhelpful conveyancers... We are searching for the perfect person with the same mindset as ours.

IF THIS IS YOU...

Please apply by supplying your current curriculum vitae along with a cover letter addressing:

- Years of experience;
- An example of people management situation;
- An example of your time management ability
- An example of your ability to follow a process;
- Why are you a good fit for us?