

EXPERIENCED CONVEYANCER / FILE MANAGER Full Time Position

December 2020

We are seeking an experienced & enthusiastic Conveyancer to join our team in a full-time file manager role in our office at Christies Beach.

This is an opportunity to join a positive environment focused on teamwork, professionalism and client satisfaction. This position gives you the opportunity to further your career in a highly regarded business environment built around market leading technology and in a long-standing family business.

Job Description

We are looking for an experienced professional to undertake the role of a Full Time Conveyancing File Manager. You will deal mainly with residential transactions and assist with more complex transactions while also contributing to the whole office with general Conveyancing and Form 1 matters as required.

Applicants Key Attributes:

- Experienced Registered Conveyancer (experience managing a high volume of residential transactions essential)
- CATS, PEXA & Microsoft Office experience essential
- Demonstrated ability to work in a team environment
- Ability to prioritise and work under pressure
- Exceptional attention to detail, data entry and typing accuracy
- Excellent communication skills (both spoken & written)

To apply please email Ben McDonald – ben@fentons.com.au and include a cover letter and copy of your current CV. If you would prefer to discuss the position, please don't hesitate to call Ben directly on 0402 165 464.

All applications will be treated with the strictest confidentiality

Member of the Australian Institute of Conveyancers Inc - Certified Practising Conveyancer

Ben McDonald (Adv Dip Conv)
Registered Conveyancer

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