

CLIENT EXPERIENCE OFFICER

April 2022

We are seeking an experienced & enthusiastic professional to join our team in a full or part time (4 day per week) role in our office at Christies Beach.

This is an opportunity to join a fast paced, positive environment focused on teamwork, professionalism and client satisfaction.

Job Description

We are looking for a dynamic individual to assist our experienced team with:

- General reception and office administration duties
- Email management
- Client experience support and development
- General file and Form 1 support (as required)
- Assist with business development opportunities (as required)

A particular focus of the role will be to provide exceptional customer service and to focus on our client's experience throughout all aspects of the conveyancing journey.

Applicants Key Attributes:

- Excellent communication and interpersonal skills (both spoken & written).
- Demonstrated ability to work in a team environment
- Ability to prioritise and work under pressure
- Exceptional attention to detail, data entry and typing accuracy
- CATS, PEXA & Microsoft Office experience is highly desirable

Previous experience in a Conveyancing firm is preferred but not essential. Experience in professional services, finance or real estate will be considered.

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)
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