

CONVEYANCER / FILE MANAGER

September 2024

Fentons Conveyancing is growing, and we are excited to offer an opportunity for an enthusiastic Conveyancer to join our team. We are looking for a motivated individual to take on a file manager role, available on a full or part time (4 days per week) basis at our Christies Beach office.

Why Join Us?

Become part of a supportive, professional, and client-focused team. Fentons Conveyancing offers a positive work environment where teamwork, professionalism, and client satisfaction are our top priorities. This is a chance to advance your career within a well-established family business that leverages industry-leading technology.

Job Description

We are looking for a professional team player to undertake the role of a file manager and to provide support to our experienced conveyancing team. You will deal mainly with residential transactions while also contributing to the whole office with general administration and Form 1 matters as required.

Applicants Key Attributes:

- Minimum 1 year experience in a Conveyancing office. (experience managing a high volume of residential transactions a bonus)
- PEXA & Microsoft Office experience essential
- CATS &/or Realtime Conveyancer experience a bonus
- 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

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