



CONVEYANCER / CONVEYANCING ASSISTANT

- **Working with Principals and Solicitors and an experienced team;**
- **Eastside based role at MORNINGSIDE, CARINA or WYNNUM;**
- **Great growth opportunities to progress within the firm;**
- **Supportive modern management style with work-life balance;**
- **Close to train and bus routes;**

An outstanding opportunity exists for a motivated and enthusiastic Conveyancer or Conveyancing Assistant, to join our friendly team.

Working alongside experienced conveyancers and senior property solicitors, the role is focused on assisting with and progressing conveyancing matters whilst providing excellent client service.

DBL Solicitors is a well-known general practice with offices in the Brisbane CBD, Carina, Morningside and Wynnum. The firm is at the forefront of industry change, partnering with PEXA for electronic settlements.

Enjoy working with an established client base and a leading law firm with an excellent reputation.

The full time role offers an exceptional development opportunity supporting career growth and personal development.

DBL promotes a work-life balance culture among its valued employees.

We encourage applicants with A-Z conveyancing skills and also legal assistants with conveyancing experience to apply for the role.

Your role will include:

- Liaising with clients, agents, law firms, banks & brokers;
- Conducting property searches;

- Drafting of correspondence and general system generated documents;
- Arranging settlements through agents and within PEXA;
- In-house stamping of contracts and transfers;
- Preparation and lodgement of Titles Office forms;
- Diary and critical date management; and
- Completion of internal documents and conveyancing processes.

You will be a proactive person who can demonstrate a high degree of initiative, dedication and organisation ability. It is also essential that you possess the following skills:

- Previous experience working with property/conveyancing matters;
- Accuracy and attention to detail;
- Excellent client communication and organisational skills;
- Optimism with an openness to embedding yourself in the happy and stable culture of the firm.
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Previous experience with electronic settlements (PEXA) will be highly regarded but not essential as training and support will be provided.

Joining the team at DBL Solicitors will see you:

- Working directly with a loyal and established client base;
- Team based work environment with guidance of conveyancers;
- Growth opportunity;
- Enjoying a balanced workload;
- Positioned in a supportive work environment with an emphasis on work-life balance culture; and
- Provided with the opportunity to join a market leading and modern law firm.

This is a full-time role 8:30am to 5:00pm Monday to Friday.

Salary will be offered commensurate with age and experience.

For a discussion regarding this role please contact Mark Lillcrap by email mlillicrap@dbl.com.au or phone 07 3106 5600.

To apply for the position, please direct your application and resume to Heather Steen by email hsteen@dbl.com.au.