

# Senior Paralegal - Conveyancing

**Location:** Cape Town  
**Reference:** #CPT001555/CTBBP  
**Company:** [Bridgena Barnard Personnel Group](#)

Senior experienced paralegal / conveyancing secretary position for a well know firm serving on various bank panels.

## Required:

- Matric
- Paralegal qualification advantageous
- Conveyancing transfers and specialisation of at least 10 years dealing with conveyancing matters
- Stable work record and able to belong to the p/fund essential
- Computer literacy essential
- E4 / Lexis / Ghost Convey / Word etc
- Able to support juniors in terms of guidance and support
- Experience in handling your own files essential

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