

July 2017

## Conveyancing Paralegal Brisbane Office

### Role

DSS Law is a growing, CBD located firm with an exciting opportunity for a full time Conveyancing Paralegal to join our vibrant team. We adopt a busy yet flexible and friendly work environment.

You will have an autonomous role with responsibility for client relationships and end-to-end file management with integrated systems to aid your success. You will be responsible for fostering ongoing relationships with the firm's larger, developer clients.

Your primary responsibilities will include:

- End-to-end conveyancing file management;
- Date management;
- Liaising with clients;
- Managing relationships with brokers, agents, financiers and referrers;
- Drafting correspondence;
- Preparation and review of various property documentation;
- Undertaking property searches;
- Preparation of settlements and settlement figures; and
- Liaising with regulatory bodies.

### Required Skills

The ideal candidate will be a career paralegal with solid commercial experience including working on off-the-plan projects. You will thrive in a fast paced team environment while keeping focus on quality, efficiency and productivity.

To be successful in your application, you will require:

- Previous experience in Queensland residential conveyancing;
- Strong communication skills;
- Excellent attention to detail;
- Exceptional organisational and time management skills;
- Outstanding file management skills; and
- Demonstrated ability to work in a high volume, fast paced environment.

### About DSS Law

With offices in Brisbane and Melbourne, DSS Law has built a strong reputation as a trusted advisor in the areas of litigation, property, commercial, corporate, insolvency, and wills & estates.

Our highly skilled and experienced lawyers are known for their reliable and responsive service and commitment to building long-term, trusted relationships with their clients.

We believe our lawyers' focus on delivering excellent client service and providing customised legal solutions is what sets us apart from other firms.

DSS Law prides itself on hiring competent individuals and we reward self-starters who continually strive for personal and professional growth.

### **Apply**

If you are looking for a new opportunity as an experienced Conveyancing Paralegal and would like to join a team who encourages and fosters employee growth and development, then we would love to hear from you. Salary will be commensurate on experience.

**Interested applicants to email applications to:** [r.pappagallo@dsslaw.com.au](mailto:r.pappagallo@dsslaw.com.au). Please include a 1-2 page cover letter along with your curriculum vitae.