

JOB ROLE

CONVEYANCER

LEVEL OF GROWTH FOR JOB ROLE



> N/A

AVERAGE SALARY FOR OCCUPATION



Entry level
(1-3 years' experience)



Senior
(8+ years' experience)

WHAT DO EMPLOYERS WANT?



SPECIALISED SKILLS

- > Contract Preparation
- > Process Improvement
- > Negotiation Skills
- > Document Management
- > Administration Support

EMPLOYABILITY SKILLS

- > Detail-Orientated
- > Time Management
- > Communication Skills
- > Organisation Skills
- > Building Effective Relationships

DIGITAL SKILLS

- > Microsoft 365
- > Practice Management Software

EMPLOYMENT PROSPECTS



TOP SOUTH AUSTRALIAN INDUSTRIES WHO ADVERTISED FOR THIS JOB ROLE IN THE PREVIOUS 12 MONTHS:

- > Legal Services
- > State Government Administration

TOP SOUTH AUSTRALIAN EMPLOYERS WHO ADVERTISED FOR THIS JOB ROLE IN THE PREVIOUS 12 MONTHS:

- > Minter Ellison Rudd Watts
- > Lync Meyer Lawyers
- > Government of South Australia
- > Doconade Lawyers

YOU MIGHT CONSIDER UNDERTAKING STUDY TO TRANSITION INTO THESE RELATED JOB ROLES:

- > Law Clerk
- > Legal Executive Assistant





QUALIFICATION PATHWAYS

Looking to progress your career? TAFE SA can help you further your study with these courses (*fees may apply)

- Advanced Diploma of Conveyancing (BSB60220)

Or undertake a range of short courses to supplement your existing knowledge or continue upskilling.

Further information available on the TAFE SA website.



JOB HOLDER COMMENTS

“The coursework was interesting and provides a practical in-depth knowledge and understanding of the conveyancing industry. The assignments were based on real life scenarios and practical day to day tasks undertaken by a conveyancer. I enjoyed the group work/tasks and through these I have made some new friends, who will no doubt become lifelong professional colleagues providing reciprocal support and assistance in respect of conveyancing matters.”

Martha Ioannide
Advanced Diploma of Conveyancing



NETWORKING WITH INDUSTRY

Networking with industry provides you with opportunities to gain employment, advance your career and stay current with industry changes.

Conferences and workshops are an excellent way to introduce yourself to key industry contacts. Upcoming events include:

- **Step South Australia Trusts Symposium 2024**
5:30pm to 7:30pm (ACDT)
10th March 2024
Hilton Adelaide

Follow these organisations on social media:

- Australian Institute of Conveyancers – South Australia
- Conveyancing Matters
- Land Services SA

Consider these opportunities to find employment:

- Send your resume to relevant businesses in your local area
- Look for employment opportunities advertised on
 - the TAFE SA Jobs Board
 - online employment websites like Seek
 - the job board on your local Regional Development Australia (RDA) website



CAREER SUPPORT

Not sure where to start? TAFE SA's Student Services can provide you with a range of career planning support including:

- career planning
- write a winning resume
- how to respond to selection criteria
- cover letters that stand out
- preparing for job interviews

To find out more, or to book an appointment, visit TAFE SA's Career Support Page: Career Support (tafesa.edu.au)

Data sources:

Burning Glass Technologies. "Labor Insight™ Real-Time Labor Market Information Tool." <http://www.burning-glass.com>. 2021, data sourced 2023

Labour Market Insights, Government of Australia, data sourced 2023

Salaries are based on the Median Australian Salary from Salary Expert. Experienced salary levels may require additional study. Salaries may vary in your location. Information is accurate as of March 2023 and is to be used as a guide only.

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