



Conveyancing Paralegal

Integrity. Professional. Compassionate. Clear thinking. Committed to community. If our values align with yours, we want you!

wilson/ryan/grose has been serving the needs of Queenslanders for 130 years. With offices located in Townsville and Maroochydore, we are committed to the people and communities of regional Queensland.

We are seeking a Conveyancing Paralegal to work in our well-established commercial and property workgroup with a strong client base and workflow. **This position is for our Maroochydore office and is for an immediate start, or at a mutually agreed time.**

The Role

The role will report directly to our Sunshine Coast Partners.

Your work will be generated from our existing commercial and property client base, which is significantly and continuously expanding.

Duties include:

- preparation of residential and commercial conveyancing documents
- liaising with clients, law firms and financial institutions
- attending to all administrative tasks associated with progressing files to settlement

What Can We Offer You?

- Emphasis on work-life balance and flexible working arrangements
- Modern IT facilities and paperless practice
- Supportive, innovative and collaborative team environment
- Great opportunities for career growth
- Free lunches for work-related meetings
- Paid time off for your birthday
- Social club and firm events
- On-site parking, gym, pool and sauna
- Wellbeing incentives
- Discounted health care benefits

The role is best suited to someone already in a Conveyancing Paralegal role. We are looking for candidates who are available to work full-time.

Previous experience with online platforms such as PEXA, Citec and InfoTrack, as well as experience with Word, Excel, Actionstep and NetDocuments would be valuable, although it is not a prerequisite.

A Justice of the Peace or Commissioner for Declarations qualification is desirable, though not essential. All necessary training for this role will be provided on the job as and when the need arises, ensuring you have the skills and knowledge to excel in your role.

Enough About Us! What About You?

If you:

- have residential and / or commercial conveyancing experience, with a good knowledge of legislative requirements or a genuine desire to learn all aspects of conveyancing
- possess excellent communication, time management and organisational skills
- understand and appreciate client confidentiality
- enjoy working hard for the good of both clients and your fellow team members
- are eligible to work in Australia (citizen / permanent resident)

then we would love to hear from you!

Please forward your application to:

Attention: Managing Partner
wilson/ryan/grose Lawyers
PO Box 775
MAROOCHYDORE QLD 4558
E: ltaylor@wrg.com.au | P: 07 5475 8400

**APPLICATIONS CLOSE FRIDAY 31
OCTOBER 2025**

*All applications will be treated in strict confidence
Only successful applicants will be contacted for an interview*

Why Choose Us

We value our team members and provide support to your pursuits, both in and out of the office. Our goal is to help you carve out your own career path, which is complemented by our comprehensive induction program, on the job training & participation in professional development opportunities.

Diversity, fairness and inclusion are important values to us, and are factors taken into consideration in our decision-making processes. We also value and support community endeavours where we can make a positive difference in the community through regular charity and industry events.