Dott & Crossitt
Conveyancing + Solicitors

Client Services Officer



Be the face of a fast-growing national conveyancing firm

Coolangatta, Gold Coast QLD

Full time

The Opportunity

Join a fast-growing national conveyancing firm and be the first point of contact for clients and referers. You'll play a key role in delivering exceptional service, supporting our team, and ensuring every experience is seamless and professional. You're organised, proactive and people-focused. You communicate clearly, solve problems in a fast and thrive in a fast-paced environment. You take pride in your work and are passionate about delivering outstanding client service.

Why Dott & Crossitt?

We're a national firm with local heart. You'll be part of a supportive team that values your contribution and invests in your growth. Expect a positive culture, clear direction and the opportunity to build a rewarding career.

About You

You're organised, proactive and people-focused. You communicate clearly, solve problems with ease and thrive in a fast-paced environment. You take pride in your work and are passionate about delivering outstanding client service.

Build a career, not just a job.

Apply now and take the next step in your career with Dott & Crossitt.

Forward your resume to
reception@dottandcrossitt.com.au