



Thomas Rolwey T/A Rowley Law Solicitors



#JOB-2462544



ROWLEY LAW, Orchard House, 56 Main Street, Rathfarnham, Dublin 14, D14 E1E5



No of positions : 1



Paid Position



39 hours per week



37500.00 Euro Annually



05/08/2026



02/09/2026

How to apply

Application Method :

Not available



Open your camera app & point here to view this ad online



Conveyancing Executive (Mandarin Speaking)

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

The Conveyancing Executive (Mandarin Speaking) will be responsible for undertaking substantive conveyancing work in connection with residential and commercial property transactions for both domestic and Mandarin-speaking clients. The role involves preparing and reviewing conveyancing documentation, conducting title and property due diligence, coordinating transaction requirements with clients and external stakeholders, facilitating Mandarin-speaking clients throughout the Irish conveyancing process, and ensuring conveyancing matters progress efficiently in accordance with Irish legal procedures and regulatory requirements. All work requiring legal approval or legal advice will be carried out under the supervision of a practising solicitor.

Responsibilities

Act as the principal Mandarin-speaking contact for Chinese clients purchasing, selling and refinancing property in Ireland, ensuring clear communication throughout the conveyancing process and explaining transaction procedures and documentation in both Mandarin and English.

Coordinate communications between Mandarin-speaking clients, financial institutions, estate agents, architects, management companies, the Property Registration Authority, the Revenue Commissioners and other professional stakeholders to facilitate the efficient progression of conveyancing transactions.

Prepare and review conveyancing documentation, including contracts for sale, contract packs, title documentation, completion statements, Land Registry applications and other property transaction documentation.

Conduct property, title and closing searches, analyse title documentation, and prepare title schedules and supporting conveyancing documentation required throughout residential and commercial property transactions.

Draft pre-contract enquiries, prepare draft replies to requisitions, and prepare supporting documentation required at each stage of the conveyancing process.

Prepare and submit Land Registry applications, registration documentation and post-completion documentation in accordance with Irish property registration procedures.

Monitor the progress of conveyancing transactions, identify outstanding documentary or procedural requirements, and coordinate their timely completion to ensure transactions proceed efficiently.

Ensure all conveyancing matters are progressed in accordance with Irish conveyancing procedures, anti-money laundering legislation, data protection requirements and the firm's internal compliance and risk management policies.

Key Requirements:

Third-level qualification in any discipline.

Professional fluency in spoken and written Mandarin Chinese and English is essential.

Experience in residential or commercial conveyancing, property transactions or a comparable professional services environment is highly desirable.

Strong understanding of conveyancing procedures, title documentation, property registration processes and regulatory requirements.

- **Sector:** professional, scientific and technical activities

Career Level

- Experienced [Non-Managerial]