

New Vacancy
LEGAL SECRETARY, CIVIL LITIGATION (PROPERTY LITIGATION)
Worcester office

We have a fantastic opportunity for a Secretary to join our Civil Litigation team in Worcester.

The role and opportunity

You'll be a key member of the team, providing comprehensive secretarial and administrative support to various fee earners, helping manage and progress client matters, undertaking audio typing, opening/closing files and having regular contact with clients and key stakeholders.

About you

We're looking for a positive team player with excellent interpersonal and relationship building skills, ideally with proven secretarial skills in a legal or professional services environment. You'll be organised and self-sufficient, with an ability to show initiative. Proficient in all aspects of information and communications technology, you'll be committed to delivering high quality work and client service. A keen eye for detail is therefore essential. See the job description on our website careers page for more info.

About mfg

mfg is a leading regional law firm with offices across Worcestershire, Shropshire and Birmingham. We're award winning, dynamic and forward-thinking with a modern outlook yet traditional backbone, tracing our roots back to 1556. Our well-established, secure client-base come to rely on us through a range of 'full service' disciplines spanning corporate/commercial to private client. With over 220 partners and staff, we're a good size to make a difference. [Click here](#) to see more.

The team

Our Civil Litigation division totals 25 fee earners and support staff across four offices, including seven in property litigation, so you'll be joining a vastly experienced and supportive team. In Worcester, you'll be part of a friendly office of 35 people.

Why join us?

At the core lies the firm's values, 'one team' ethos and supportive culture. We offer a rewarding career of quality work and a fantastic environment in which people grow. You'll get a competitive salary, 25 days' holiday per year (including three days at Christmas) to start and of course Bank Holidays, healthcare provision, healthy work/life balance and other perks. Committed to inclusion, we aim to employ a diverse section of the community whilst our work for good causes continues to flourish.

Apply now

Please email your up-to-date CV and cover letter, setting out your suitability and salary expectations, to recruitment@mfgsolicitors.com. Interviews will be arranged as suitable applicants apply.