

Role: Legal Secretary, Agricultural and Rural Affairs (ARA) Division**Location:** Worcester office**Hours:** Full Time (35 hours p/w)**Term:** Permanent**About mfg**

You'll be joining a regional law firm that enjoys a strong reputation, made possible by our exceptional people. We want to help you reach your full potential, love the work you do and deliver the best results for your clients. It's our goal to make you feel great about working with us, and we work hard to cultivate a culture that makes it easy for you to stay with us for many years.

Our ARA Team

Working alongside a team of 16 fee earners and support staff, you will predominantly support two Partners including Chair Iain Morrison and Divisional Head Alex Phillips at our Worcester office. mfg's ARA team operates from our Worcester and Ludlow offices.

Day to day, you'll be successful in this role by...

demonstrating proficiency in a range of secretarial duties such as drafting correspondence, audio typing, assisting with file management, taking instruction from fee earners, maintaining diaries and administrative tasks.

Key Responsibilities

- Undertake delegated work such as typing, word processing and photocopying.
- File management including opening, closing, storage and retrieval of files.
- Take phone calls, make appointments and advise clients where appropriate.
- Provide excellent client care from file opening to post-completion work.
- Support with Land Registry applications and SDLT returns.
- Support mfg's Chair with relevant tasks, exercising discretion and confidentiality.

Requirements

- Experience of working in a legal (or professional services) secretarial role desirable, preferably within agriculture or property.
- Excellent communication skills in person and by telephone.
- Audio typing and dictation experience, including SpeechLive or other audio typing software.
- Competent in the use of Microsoft Office.
- High standards of attention to detail.
- Previous experience of SDLT and Land Registry portals would be beneficial.

Salary & Benefits

- Competitive salary
- 22 days' holiday to start rising to 25 (plus additional at Christmas and statutory Bank Holidays)
- Healthcare benefit scheme
- Employee Assistance programme and wellbeing services – 24/7 helpline facility
- Discounted legal fees for staff and family members
- Death in service provision
- Auto enrolment in our Company Pension
- Annual colleague event

Other reasons to join us

- We offer a rewarding career of quality work alongside a commitment to your development. It's a fantastic environment in which people grow!
- A supportive 'people first' culture, driven by wellbeing and work/life balance... over 90% of our people responded in our most recent engagement survey that it's a great place to work and they're proud to work here.
- Committed to inclusion and our local communities, we aim to employ a diverse section of the community whilst our work for good causes continues to flourish. Many of our people are actively involved in CSR, Sports & Social and Health & Wellbeing groups.

For more information on what it's like to work at mfg, please visit [our recruitment page](#) or email HR@mfgsolicitors.com to arrange a confidential call to discuss this opportunity further.

Agencies please note – we have an agreed Agency PSL in place.

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