

New Vacancy
LEGAL SECRETARY, FAMILY (PART TIME – 3 days per week)
Bromsgrove office

We have a fantastic new Legal Secretary opportunity in our Family Division in Bromsgrove.

The role and opportunity

You'll be providing a range of administrative support to help progress client matters including basic drafting, typing, file management and interaction with clients/third parties. For more details, please see the job description on our website careers page.

About you

A competent and reliable administrator, you'll be a proactive team player with excellent interpersonal skills and a positive can-do attitude. As well as being able to manage multiple tasks and proficient with Microsoft Office applications, you will be committed to delivering high quality work and client service with an eye for detail.

The team

You will be joining a well-regarded and experienced Family Division comprising of eight fee earners/partners, and support staff across four offices. You will be based in our Bromsgrove Office, to work as part of our Family team there, which includes one Partner and a Paralegal.

About the firm

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 private client to corporate/commercial. With over 200 partners and staff, we're a good size to make a real difference. [Click here](#) to see more.

Why join us?

At the core lie 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.