

Role: Legal Secretary (Private Client Division)

Location: Bromsgrove

Hours: 4-5 days per week (28-35 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.

The Private Client Team

As Legal Secretary, you will be supporting two fee earners including **Head of Private Client Valerie Robinson** at our Bromsgrove office. mfg's Private Client team comprises 41 fee earners and support staff, offering generalist support to a range of clients from our six Midlands offices.

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

We're looking for someone with experience in 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 storage, retrieval, opening and closing of files.
- Take phone calls, make appointments and advise clients when appropriate.
- Providing excellent client care.

Requirements

- Experience of working in a legal (or professional services) Secretarial role preferred.
- Excellent communication and attention to detail skills.
- Experience in audio typing and dictation.
- Computer literacy and knowledge of Microsoft Office.

Salary & Benefits

- Competitive salary
- 22 days' holiday to start rising to 25 (plus additional days 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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