

Role: Legal Secretary, Private Client Team

Location: Birmingham

Hours: 5 days per week (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 predominantly support our **Partner Tracy Ashby** at mfg's Birmingham office. The wider team comprises 41 fee earners and support staff, offering generalist support to a range of clients across 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 fee earner instructions, maintaining diaries, interaction with clients/third parties 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.
- Helping manage the Team Head's diary and making appropriate arrangements.
- Providing excellent client care.
- Arranging meetings
- Preparing reports

Requirements

- Legal (or professional services) secretarial experience 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
- 25 days' holiday, rising to 27 days in the holiday year after five years' service (plus additional days at Christmas and Bank Hols)
- 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, with enhanced employer contributions
- Annual colleague events

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 95% 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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