

Role: Legal Secretary (Real Estate Team)

Location: Bromsgrove Office

Hours: Part Time (28 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 to 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 Real Estate Team

As Legal Secretary, you will work alongside Partner and Team Head Ben Rothery, Senior Associate Lauren Powers and our established Real Estate team. Our Real Estate team consists of 33 staff operating across six of our 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 – to include but not exhaustively making the amendments on travelling draft documents – either dictated or by hand, engaging clients, 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 secretarial role, with experience in commercial and/or residential property preferred.
- Excellent communication and attention to detail skills.
- Experience in audio typing and dictation.
- Computer literacy and knowledge of Outlook, Microsoft Office, Excel and DocuSign.
- Knowledge of Land Registry portal, drafting and submission of forms.
- Experience in carrying out electronic property searches.
- Experience in preparing and submitting SDLT applications on the HMRC portal.
- Ability to organise and prioritise workload to the required standard within the required timescales.
- Ability to work well in a team environment and independently.
- Ability to work under pressure.

Salary & Benefits

- Competitive salary
- 25 days' holiday to start rising to 27 (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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#lifeatmfg