

New Vacancy OFFICE ASSISTANT

Location: Bromsgrove

Hours: 5 days per week (35 hours p/w)

Term: Permanent

About mfg and the team

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 friendly Bromsgrove team, who you will support, comprises 37 fee earners and staff across different practice areas. For more information on mfg, our people and what it's like to work here, [click here](#) and [here](#).

Key Responsibilities

- Promptly ordering/replenishing office consumables.
- Liaising with contractors over the maintenance and repair of facilities/equipment.
- Daily postal processing and general administrative support.
- Covering switchboard duties to support lunch breaks and annual leave.

Requirements

- Team player with excellent interpersonal skills, in person and by phone.
- Ability to build relations with others.
- Adaptable to the task in hand and able to solve problems.
- Focused on delivering a high level of customer service.
- Organised and diligent to turn round urgent tasks efficiently.
- Self-sufficient, proactive and uses initiative.
- Administrative experience.
- Competent using various information and communications technology.

Holiday and benefits

- Competitive market rate salary
- 22 days' holiday, rising to 25 days from September 2026 and 27 days after five years' service, plus bank holidays and Christmas office closure days
- Healthcare provision
- Employee Assistance programme and wellbeing services – 24/7 helpline facility
- Death in service provision
- Auto enrolment in our Company Pension, with enhanced employer contributions
- Discounted legal fees for staff and family members
- 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 (it's a 35 hour week)... over 90% of our people responded in a recent engagement survey that it's a great place to work and they're proud to work here.
- Committed to inclusion, 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.

Apply now

Please email your up-to-date CV and covering letter, setting out your suitability and salary expectations, to recruitment@mfgsolicitors.com.

Interviews will be arranged as suitable applicants apply.

For an informal chat, please contact our Recruitment Team on 01562 820181 or email recruitment@mfgsolicitors.com.

Agencies - Please note we have preferred suppliers agreement in place and will not respond to cold calls or messages on any of our vacancies listed.

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