

New Vacancy
RECEPTIONIST
Kidderminster office

We have a fantastic opportunity for a Receptionist to join our team in Kidderminster.

The role and opportunity

A key focus will be on meeting and greeting clients/visitors to the office and professionally handling calls on a busy switchboard, being a friendly and welcoming first point of contact. You'll also help manage the reception area and meeting rooms, deliveries and assist with such problems that may arise.

About you

As well as being personable, you'll be a team player with excellent interpersonal skills – both in person and by telephone – and enjoy building relations with others. You'll be able to work at a fast pace, maintaining a conscientious and organised approach to your work. We're looking for someone self-sufficient, that is proactive and shows initiative, ideally with previous exposure to a front of house/client service role. You will also be competent in all aspects of information and communications technology.

About mfg

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 corporate/commercial to private client. With over 220 partners and staff, we're a good size to make a difference. [Click here](#) to see more.

The team

Our switchboard/reception team totals five people including this role, so you'll be joining an experienced and supportive team. In Kidderminster, you'll be part of a friendly office of nearly 100 people.

Why join us?

At the core lies the firm's values, 'one team' ethos and supportive culture to help you 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.