

Role: Legal Secretary**Location:** Worcester**Hours:** Full Time (35 hours per week)**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 Civil Litigation Team

As Legal Secretary, you will support Partners Kirsten Bridgewater and Kevin Morgan within the Property Litigation team of Civil Litigation at our Worcester office. Our Civil Litigation team also operates from mfg's Kidderminster, Bromsgrove and Birmingham offices, with 36 fee earners and support staff.

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

We're ideally looking for someone with experience in providing secretarial support, preferably within a legal or professional services environment, with an ability to undertake all aspects of legal administration work.

Key Responsibilities

- File opening/closing, time recording of work undertaken, making appointments and taking fee earner instruction.
- Client care and engagement.
- File management and assisting with the progression of client matters.
- Typing, photocopying and diary management.

Requirements

- Experience of working in a legal secretary role preferred.
- Excellent communication and attention to detail skills.
- Computer literacy and knowledge of Microsoft Office.

Salary & Benefits

- Competitive salary
- 22 days' holiday to start, rising to 25 days from 1 September (and 27 days after five years' service)
- Healthcare benefit scheme
- Employee Assistance program 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 (it's a 35-hour week). 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 chat to discuss this opportunity further.

Agencies please note – we have an agreed Agency PSL in place.

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#lifeatmfg