

Role: Legal Secretary**Location:** Kidderminster Office**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 Residential Team

As Legal Secretary, you will work alongside Partner Javed Ahmed and other fee earning and support colleagues at our Kidderminster office. Our Residential team operates from mfg's Kidderminster, Bromsgrove, Telford, Worcester and Ludlow offices.

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

We're ideally looking for someone with experience in supporting residential property transactions, preferably within a legal or professional services environment, with an ability to undertake all aspects of conveyancing administration from file opening to post-exchange, post-completion work and client engagement.

Key Responsibilities

- File opening/closing, drafting of relevant correspondence, completion of relevant conveyancing admin, Land Registry applications, submission of Stamp Duty returns and post-completion work in accordance with compliance requirements.
- 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, or as a minimum a fast paced secretarial role.
- Excellent communication and attention to detail skills.
- Highly computer literate, with knowledge of Microsoft Office applications.

Salary & Benefits

- Competitive salary
- 22 days' holiday to start rising to 25 (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 (it's a 35-hour week)... over 90% of our people responded in our 2025 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.

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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