

New Vacancy
HR ADMINISTRATOR
Kidderminster office

We are now recruiting for a full time HR Administrator, to join our busy HR team in Kidderminster.

About the firm

mfg is a successful, and growing, 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 just over 200 partners and staff, we are a good size to make a real difference.

About the team

You will be part of a team of four who provide generalist HR support to the business. The ability to work well with others is crucial. The HR team is well respected and we want you to contribute ideas that will further raise the department's profile, improve operations and help drive the business forward. Maintaining a friendly and approachable HR face is critical in developing strong relations as is working collaboratively with all key stakeholders and staff.

The role and opportunity

Supporting the HR Manager and Head of HR, you will be responsible for providing professional, reliable and efficient HR administrative support. You'll work with the wider team that includes payroll and training, have ideas to improve ways of working and a mindset of simplification and adding value to the business. It's an exciting time to join as we are developing our people strategy in line with our business strategy and making improvements to areas such as recruitment which you will help deliver.

Undertaking all aspects of HR administration and data management, you will also be responsible for coordinating various HR activities (such as recruitment, onboarding and appraisals), liaising with the appropriate people, and assisting with projects. Working within a busy deadline-driven environment, the ability to prioritise and plan effectively, managing multiple tasks, is a key requisite. [Click here](#) for more information on the role.

About you

We want to hear from experienced HR Administrators, ideally in the professional services sector, looking to grow their talent and who potentially aspire to become a HR Advisor. A pragmatic mindset and positive attitude are key, as is being a good team player. You will have strong interpersonal skills and be committed to high quality work and client service.

Why join us?

We offer a rewarding career of quality work alongside a commitment to your personal and professional development. Indeed, we are hugely successful in growing our own and ultimately aspire to see you progress within HR at mfg. Fundamentally at the core lie the firm's values, 'one team' ethos and supportive culture. It's a fantastic environment in which people can fulfil their potential.

You'll get a competitive salary, 22 days' holiday per year to start plus additional days at Christmas, healthcare provision, healthy work/life balance and other perks.

We aim to employ a diverse section of the community and are very much committed to equal opportunities.

Our CSR proposition also continues to develop. Earlier in the year, we celebrated fundraising of £8,000 for several local charities over the last 12 months.

Apply now

Please email your up-to-date CV to simon.lord@mfgsolicitors.com

Interviews will be arranged as suitable applicants apply.