

**New Vacancy (x2 12 month fixed term contracts)
POST ARCHIVING ASSISTANT
Hartlebury**

The firm

mfg Solicitors is a successful, and growing, leading regional law firm with offices in Birmingham, Worcestershire and Shropshire. We're award winning, dynamic and forward-thinking with a modern outlook and traditional backbone, tracing our roots back as far as 1556.

A 'full service' firm, we provide a balanced portfolio of private client, corporate, commercial and agricultural services across eight core divisions.

Our aim is to employ a diverse section of the community (and beyond) to supply an expansive set of legal services to clients across the region.

The firm is going through an exciting period of change with a new leadership team and Board appointments, and we are tapping into the energy and enthusiasm of our people in whom our future lies. Further investment and effort with our people and infrastructure continue to be key to our success.

We now have two 12-month fixed term opportunities for Post Archiving Assistant at our off-site archiving/storage facility in Hartlebury.

The role and opportunity

This is a new role in which you will be overseeing the review of files and archived matters, to assist with GDPR compliance and the retention/destruction of relevant documentation.

The successful person will be diligent and have a good eye for detail, as well as being target driven and organised. Whilst understanding your contribution to the wider team and possessing good interpersonal skills, you will be self-sufficient and able to show initiative and a proactive attitude. You will also be proficient in the use of information and communications technology.

As a standalone role, you will need to be self-motivated and able to work effectively on your own.

Please note we are recruiting on a 12 month fixed term contract basis.

The team

As part of our wider compliance and administrative support function of five people, you will report into the firm's Compliance Partner. Your role will be to work with one other Post Archiving Assistant in managing the firm's archived client matters at our off-site archiving/storage facility.

Why join us?

- Notwithstanding a good work ethic, we expect our people to maintain a healthy work/life balance.
- Corporate Social Responsibility – you will be part of a firm that supports local economies and communities. Earlier this year, we celebrated our fundraising of £8,000 for several local charities in the last 12 months, and continue to strengthen and develop our CSR proposition.
- You'll get a competitive salary, 22 days' holiday plus three additional days at Christmas (and of course Bank Holidays), healthcare provision, pension and other perks.

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.