

**New Vacancy**  
**LEGAL SECRETARY – PRIVATE CLIENT DIVISION**  
**Birmingham Office**

**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 our clients across the region. With huge success in growing our own and helping people reach their potential, we offer a rewarding career of quality work alongside a healthy work/life balance, free from long hours and pure focus on targets.

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.

To support growth, we now have an exciting opportunity for a Legal Secretary to join mfg's busy Private Client team in Birmingham.

**The role and opportunity**

This is a new role in which you will be providing comprehensive secretarial and administrative support to the division, including the effective management and progressing of client matters, word processing/handling of dictations, opening/closing files and having regular contact with clients and key stakeholders.

We're looking for someone who is very much a team player, that possesses excellent interpersonal skills – both in person and over the telephone – and enjoys building relations with others. Given the demands of a busy team, you will be organised and self-sufficient whilst being able to show initiative and a proactive attitude where needed. Proficient in all aspects of information and communications technology, you will be committed to client service and delivering high quality work.

**The team**

As our largest division of 40 people, comprising seven partners and 17 fee earners plus support staff, we have a Private Client presence across all our six offices in Birmingham, Bromsgrove, Worcester, Telford, Ludlow and Kidderminster. The team is well recognised in the Legal 500, offering a range of services including tax advice, Court of Protection work and trusts administration.

The division continues to prosper having enjoyed a record financial year last year, growth of the team and taking on high net worth clients and work in all specialist areas of work.

We collaborate with colleagues across other sectors and are keen to strengthen our successes in this area. Our approach centres around giving clients a clear view of the risks and opportunity, down to earth advice and working together to overcome any issues in an efficient and cost-effective manner.

There's a great vibe in the Birmingham office, situated in the hip area of St Paul's, and you'll be part of a friendly and supportive office of eight people including two partners which continues to grow. Including this role, the Private Client team in Birmingham comprises four fee earners and secretarial support.

### **The wider community**

We foster collaboration across our teams and in supporting local economies and communities. Earlier in the 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.

More recently in Birmingham, the team soaked up the atmosphere of the Commonwealth Games 2022.



### **Our offering /USPs:**

- We have had huge success in "growing our own" and supporting staff development.
- As a smaller regional firm with just over 200 partners and staff, we provide opportunities for you to make a difference. At the core lie mfg's values, 'one team' ethos and supportive culture... it's a fantastic environment in which people grow.
- Notwithstanding a good work ethic, we expect our people to maintain a healthy work/life balance. Working and managing time effectively is key to a satisfying work environment.

- We recently announced new management board appointments and are embarking on a new phase of our business strategy that will modernise with opportunity to bring your ideas to the table and shape the way forward. You will be joining us as at an exciting time of growth.
- The quality of work whilst working alongside dedicated, focused and upbeat individuals who have the utmost integrity, exceptional reputations and a wealth of professional experience.
- mfg's regional reach encompasses five Areas of Outstanding Natural Beauty, the Wye Valley, Shropshire Hills, Cannock Chase, Malvern Hills, and parts of the Cotswolds

### **Why join us?**

Aside from the above, you'll get a competitive salary, 22 days' holiday per year to start 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 to [recruitment@mfgsolicitors.com](mailto:recruitment@mfgsolicitors.com)

Interviews will be arranged as suitable applicants apply.