

New Vacancy
LEGAL SECRETARY – CIVIL LITIGATION DIVISION
Bromsgrove 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 commitment to our people and infrastructure continue to be key to our success.

We now have a fantastic opportunity for a Legal Secretary to join mfg's busy Civil Litigation team in Bromsgrove.

The role and opportunity

This is a vital support 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

Our Civil Litigation division comprises 26 people, including 7 partners and 7 fee earners plus support staff, across four offices in Kidderminster, Bromsgrove, Worcester and Birmingham. The team is well recognised in the Legal 500/West Midlands, offering a range of services that span property litigation, contentious probate, commercial litigation and personal injury/clinical negligence.

The division continues to prosper, having developed a reputation for managing heavy and complex litigation cases, some of which have been reported in the legal press. Through professional referrals and organic growth, the firm's litigation and dispute resolution work continue to grow steadily.

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.

You'll be part of a friendly and supportive office of 37 people including four partners. Including this role, the multi-discipline Civil Litigation team in Bromsgrove comprises six fee earners and six support staff.

The wider community

We foster collaboration across our teams and in supporting local economies and communities. Earlier this year, we celebrated fundraising of £8,000 for several local charities in the last 12 months, and continue to strengthen and develop our CSR proposition.

Our offering/USPs:

- We have had huge success in "growing our own" and supporting staff development.
- As a regional firm with over 200 partners and staff, we provide opportunities for you to make a difference. At the core lie mfg's values and 'one team' ethos.
- 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.
- As we embark on a new phase of our business strategy, with the aim to grow and modernise, you have the opportunity to bring your ideas to the table and help shape the way forward.
- 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 and covering letter, setting out your suitability and salary expectations, to recruitment@mfgsolicitors.com

Interviews will be arranged as suitable applicants apply.