

New Vacancy
SECRETARY, COMMERCIAL PROPERTY
Kidderminster office

We have a fantastic opportunity for a Legal Secretary to join our Commercial Property team in Kidderminster.

The role and opportunity

You'll provide comprehensive secretarial and administrative support to the division to help progress client matters including audio typing, opening/closing files and having regular contact with clients and key stakeholders. Please click the accompanying job description for more information.

About you

You will be a competent, reliable secretary and team player, ideally from a legal or professional services background, with a positive can-do attitude. With excellent interpersonal skills – both in person and over the telephone – you will be committed to delivering high quality client service and work. Given the demands of a busy team, you'll be organised and self-sufficient, able to show initiative and be proficient in all aspects of information and communications technology.

The team

Our Commercial Property division totals 35 fee earners and support staff across five offices, so you'll be joining a vastly experienced and supportive team. In Kidderminster, you'll be part of a friendly team of twelve including seven experienced fee earners.

About the firm

mfg is a 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 private client to corporate/commercial. With over 200 partners and staff, we're a good size to make a real difference. [Click here](#) to see more.

Why join us?

At the core lie the firm's values, 'one team' ethos and supportive culture. We offer a rewarding career of quality work and a fantastic environment in which people grow. In a recent engagement survey, over 90% of our staff responded that they were proud to work here and that it's a great place to work.

You'll get a competitive salary, 25 days' holiday per year (on a full time basis including three days at Christmas) to start and of course Bank Holidays, healthcare provision, healthy work/life balance and other perks. Committed to inclusion, we aim to employ a diverse section of the community whilst our work for good causes continues to flourish.

Apply now

Please email your up-to-date CV and cover letter, setting out your suitability and salary expectations, to recruitment@mfgsolicitors.com. Interviews will be arranged as suitable applicants apply.