

New Vacancy
LEGAL SECRETARY, CIVIL LITIGATION
Kidderminster office

We have a fantastic new opportunity for a Legal Secretary to join our busy Civil Litigation team in Kidderminster.

The role and opportunity

You'll be a key member of the team, providing comprehensive secretarial and administrative support to various fee earners, helping manage and progress client matters, undertaking audio typing, opening/closing files and having regular contact with clients and key stakeholders.

About mfg

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 corporate/commercial to private client. With over 220 partners and staff, we're a good size to make a difference. [Click here](#) to see more.

The team

Our Civil Litigation division totals over 30 fee earners and support staff across four offices, so you'll be joining a vastly experienced and supportive team. In Kidderminster, you'll be part of a friendly and dynamic team of 17 including ten fee earners.

About you

You will be a competent and reliable secretary, ideally from a legal or professional services background, with a positive can-do attitude. We're looking for a team player with excellent interpersonal skills – both in person and over the telephone – who enjoys building relations with others. Given the demands of a busy team, you will be organised and self-sufficient whilst proactive and able to show initiative. Proficient in all aspects of information and communications technology, you'll be committed to delivering high quality work and client service. A keen eye for detail is therefore essential.

Why join us?

We offer a rewarding career of quality work alongside a commitment to your development. Fundamentally at the core lie the firm's values, 'one team' ethos and supportive culture. It's a fantastic environment in which people grow.

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

Committed to inclusion, we aim to employ a diverse section of the community.

Our CSR proposition also continues to develop. Last year, we celebrated raising £8,000 for several local charities.

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.