

**New Vacancy**  
**SECRETARY, COMMERCIAL PROPERTY**  
**Telford office**

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

**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 Telford, you'll be part of a friendly team of five including three 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](mailto:recruitment@mfgsolicitors.com). Interviews will be arranged as suitable applicants apply.