

## **New Vacancy OFFICE ADMINISTRATOR Telford office**

We currently have a fantastic opportunity for an Office Administrator to work alongside and support our Telford team.

### **The office and firm**

Our friendly Telford team, who you will support, comprises 24 fee earners and staff across different practice areas. For more information on mfg, our people and what it's like to work here, [click here](#) and [here](#).

### **The role and opportunity**

In this varied and busy role, you'll be responsible for promptly ordering/replenishing office consumables, liaising with contractors over the maintenance and repair of facilities/equipment, daily postal processing and general administrative support.

### **About you**

As well as a personable team player with excellent interpersonal skills – in person and over the phone – you'll enjoy building relations with others, be adaptable to the task in hand and able to solve problems. Focused on delivering a high level of service to your internal 'customers', you'll maintain a diligent and organised approach to your work and turn round urgent tasks efficiently.

Supported by the Office Partner, we're looking for someone self-sufficient, proactive and who shows initiative, ideally with administrative experience. You will also be competent using various information and communications technology.

### **Holiday and benefits**

- Competitive market rate salary
- 22 days' holiday, rising to 25 (plus four days at Christmas 2024 and Bank Hols)
- Healthcare provision
- Employee Assistance programme and wellbeing services
- Death in service
- Company Pension

### **Other reasons to join us**

- We offer a rewarding career of quality work alongside a commitment to your development. It's a fantastic environment in which people grow!
- A supportive 'people first' culture, driven by wellbeing and work/life balance (it's a 35 hour week)... over 90% of our people responded in a recent engagement survey that it's a great place to work and they're proud to work here.
- Committed to inclusion, we aim to employ a diverse section of the community whilst our work for good causes continues to flourish. Many of our people are actively involved in CSR, Sports & Social and Health & Wellbeing groups.

## **Apply now**

Please email your up-to-date CV and covering letter, setting out your suitability and salary expectations, to [recruitment@mfgsolicitors.com](mailto:recruitment@mfgsolicitors.com)

Interviews will be arranged as suitable applicants apply.

For an informal chat, please contact our Recruitment Team on 01562 820181 or email [recruitment@mfgsolicitors.com](mailto:recruitment@mfgsolicitors.com).

**Agencies** - *Please note we have preferred suppliers agreement in place and will not respond to cold calls or messages on any of our vacancies listed.*

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