

New Vacancy
LEGAL SECRETARY, PRIVATE CLIENT
Ludlow office

We have a fantastic new opportunity for a Legal Secretary, to join our Private Client team in Ludlow.

About the firm

mfg is a successful, and growing, 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.

As part of our people strategy, we welcome your ideas to improve ways of working.

The team

With over 40 Partners and staff, Private Client is our largest division enjoying success and a standout reputation across various specialisms of work. In Ludlow, you'll be part of a sub-team of seven that provides a range of services – including LPA's, wills, estate administration, creation of trusts and tax planning – so the ability to adapt and work well with others on a variety of matters is crucial.

The team is well recognised in the Legal 500 and continues to prosper having recorded a record financial year last year, growth of the team and taking on high net worth clients and work in all areas of work. We are looking for someone likeminded who wants to grow with the business and help take the division forward.

The role and opportunity

Supporting different fee earners, you will be responsible for providing professional secretarial support through a range of duties to help progress client matters. There's a significant focus on managing audio dictation and word processing, having regular client/third party contact, diary and file management and other administrative duties.

About you

You will be a competent and reliable secretary, ideally from a legal or professional services background albeit not essential. Very much the team player with excellent interpersonal skills and a positive can-do attitude, you'll be adept at managing multiple work demands. Proficient across all aspects of information and communications technology, you'll be committed to delivering high quality work and client service, with a keen eye for detail. We're looking for someone proactive, self-sufficient and able to show initiative.

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, 25 days' holiday per year (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.

Our CSR proposition also continues to develop. Last year, we celebrated raising £11,000 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.