

**New Vacancy**  
**SECRETARY, RESIDENTIAL PROPERTY**  
**Bromsgrove office**

We currently have a fantastic opportunity for a Legal Secretary to join our busy and growing Residential Property team in Bromsgrove.

**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 from 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 engagement strategy, we welcome your ideas to improve ways of working.

**The team**

Spanning five offices, our Residential Property division totals 36 partners and staff of which the Bromsgrove team comprises four fee earners and five support staff so you'll be joining a vastly experienced and supportive team. It's a dynamic and fast-paced environment in which you'll be very much a key member of the team.

**The role and opportunity**

Providing comprehensive secretarial and administrative support to various fee earners, you'll help manage and progress client matters, undertake audio typing, open/close files and have regular contact with clients and key stakeholders.

**About you**

You will be a competent and reliable secretary – ideally from a legal or professional services background albeit not essential – with a positive can-do attitude. Very much the team player with excellent interpersonal skills in person and by telephone, you'll be adaptable and organised to effectively handle the multiple work demands. Proficient in 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 who is also 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 to start (including three days at Christmas) 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 £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](mailto:recruitment@mfgsolicitors.com)

Interviews will be arranged as suitable applicants apply.