

Adler Pollock & Sheehan P.C., a general practice firm based in Providence and Boston, seeks a full-time Legal Assistant/Paralegal to join its busy products liability practice group in Boston. Looking for candidates with a paralegal certificate and/or college degree. Candidates must be highly organized, detail oriented, able to multi-task, have excellent verbal and written skills, present professionally and positively, be computer literate, able to use Word, Excel, and Outlook and willing to handle typing, scheduling, administrative and paralegal duties in a very busy/high volume practice group. Please submit your cover letter and resume to [ksouza@apslaw.com](mailto:ksouza@apslaw.com).