

The Bair Foundation in Kent is looking for a **Part-Time Secretary**. We are a leading clinical services agency in Ohio experiencing growth!

**Secretary** will perform clerical and administrative duties to support the services provided by the Bair Foundation. Approximately 20 hours a week.

*High School diploma or GED, ability to use word processing, database and spreadsheet software proficiently. Prefer at least one year of general office experience and experience working with Medicaid billing and insurance claims.*

Please apply with a resume <https://www.bair.org/careers/> or call 888-501-7117