



256 Williamstown Road
Ottawa, OH 45875
Phone: 419-523-5608
Fax: 419-523-4171

Email: pchd@putnamhealth.com
Website: www.putnamhealth.com

Job Posting
October 20, 2020

Environmental Health Administrative Assistant

Putnam County Health Department is seeking a qualified candidate for the part time position of Environmental Health Administrative Assistant. Applicants must possess a High School Diploma. Primary duties include Environmental Health clerical and computer work. Applicant must be proficient with Microsoft Office and able to work both independently and with co-workers. PCHD is an equal opportunity employer. Interested individuals must submit a resume and cover letter to Brandi Schrader at brandi.schrader@putnamhealth.com or 256 E. Williamstown Rd., Ottawa, OH 45875 by EOB October 30, 2020.