



City of Mentor

8500 Civic Center Blvd. • Mentor, OH 44060-2499 • (440) 255-1100

JOB OPPORTUNITY

DATE POSTED: November 14, 2025

THE CITY OF MENTOR FULL-TIME ADMINISTRATIVE ASSISTANT

The City of Mentor is seeking a full-time Administrative Assistant to work in the Engineering & Building Department. This position assists residents and contractors with the permitting process required by the city for all construction projects and the scheduling of on-site inspections for compliance with building codes. Knowledge of building trades, permitting procedures and experience working with database information is preferred. Excellent customer service skills and the demonstrated proficient use of Microsoft Office computer programs are required. The ability to multi-task, prioritize, and work as a team player as well as independently is necessary. High school graduate (GED) and the ability to pass a background check is required.

Annual rate of pay: \$40,000 - \$65,000 and includes a comprehensive benefit package.

Please apply online at www.workformentor.com. Applications are also available in the Human Resource Office, Mentor Municipal Center 3rd Floor, 8500 Civic Center Blvd., Mentor, OH 44060. Application will be accepted until the position is filled.

The City of Mentor is an Equal Opportunity Employer and will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.
EOE/ADA