



City of Mentor

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

JOB OPPORTUNITY

DATE POSTED: JUNE 26, 2026

CITY OF MENTOR PT OFFICE ASSISTANT MENTOR LAGOONS & MARINA

The City of Mentor is seeking one individual to fill a part-time Office Assistant position at the Mentor Lagoons & Marina. Clerical support is required along with excellent communication and customer service skills. Graduation from high school (GED) is required. This position will require flexibility and will work 25-28 hours per week. Shifts will vary from 8am - 4:30pm, Monday - Friday, and some Saturday mornings during the Spring/Summer.

Hourly Rate of Pay: \$16.00/per hour

Please visit www.workformentor.com for a more detailed description and to apply online. Applications are also accepted at the Mentor Municipal Center, Human Resource Office, 8500 Civic Center Blvd., Mentor, Ohio 44060. Applications will be accepted until this 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