



City of Mentor

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

JOB OPPORTUNITY

DATE POSTED: August 29, 2025

**CITY OF MENTOR
PART-TIME 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 are anywhere from 8:00 am to 4:30 pm, Monday-Friday and may include some Saturday mornings.

The hourly rate of pay is \$15.00 to start

For additional position details and to apply online visit www.workformentor.com. Applications are also available in the Human Resource Office at the Municipal Center, 8500 Civic Center Blvd., Mentor, OH 44060. Position will remain open until 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