



# City of Mentor

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

## ***JOB OPPORTUNITY***

**DATE POSTED:** September 27, 2024

**CITY OF MENTOR  
PT OFFICE ASSISTANT I  
Civic Center Ice Arena**

The City of Mentor is seeking an individual to work part-time as an Office Assistant I in the Civic Center Ice Arena/Community Center. This position requires the ability to multi-task and includes significant contact with the public requiring excellent communication and customer service skills. Must be a team player and proficient in the use of Microsoft Office software. Graduation from high school (GED) required. Approximately 28 hours of work required per week (5 ½ hrs./day) Mon–Fri.

*Hourly Rate of Pay: \$15.00 / hr*

Please apply online at <https://cityofmentor.com/employment>. Applications are also available in the Human Resource Office, Mentor Municipal Center 3rd Floor, 8500 Civic Center Blvd., Mentor, OH 44060. Applications will be reviewed upon receipt 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