



City of Mentor

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

JOB OPPORTUNITY

DATE POSTED: January 9, 2024

OFFICE ASSISTANT PART-TIME

The City of Mentor is looking to fill part-time **Office Assistant** positions at the Mentor Civic Recreation Center on Heisley Road. This position will be responsible for performing routine and varied clerical office assignments involving recreation support activities including but not limited to typing, filing, and receptionist duties. Minimum qualifications will include previous clerical/office experience in a similar environment including Microsoft Office products, proven customer service experience, and strong organizational skills. Position requires up to 28 hours of work per week with a varying schedule. A valid driver's license and graduation from high school/GED is required.

Hourly Pay Range: \$12.42 - \$22.92

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. Application will be accepted until the position is filled.

This 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