



# City of Mentor

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

## ***JOB OPPORTUNITY***

**DATE POSTED:** January 12, 2024

### **OFFICE ASSISTANT PART-TIME**

The City of Mentor currently has a part-time Office Assistant position open at Wildwood Cultural Center. This position requires significant contact with the public, excellent communication and customer service skills, and the ability to multi-task. Must be a team player as well as work independently. Must be proficient in the use of Microsoft Office software. Graduation from high school (GED) required. Approximately 28 hours of work required per week (5½ hours per day) Mon–Fri with the option of working special events on weekends.

***Starting Rate of Pay: \$16.00***

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