



City of Mentor

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

JOB OPPORTUNITY

DATE POSTED: November 13, 2023

OFFICE ASSISTANT – CITY HALL PART-TIME

The City of Mentor is seeking a part-time Office Assistant to work at the front desk in City Hall. Previous experience operating a high-volume telephone switchboard is preferred. This individual must be a team player, have good computer skills, and be able to multi-task efficiently. Position involves substantial public contact and general clerical duties working approximately 20-25 hours per week (afternoons). High school graduate (GED) is required.

Hourly Pay Rate Begins At: \$15.00

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.

Application Deadline: November 30, 2023

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