



City of Mentor

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

JOB OPPORTUNITY

DATE POSTED: October 20, 2023

OFFICE ASSISTANT PART-TIME

The City of Mentor is seeking one individual to fill the part-time Office Assistant position at the Mentor Lagoons and Marina. Clerical support is required along with excellent communication and customer service skills.

Graduation from high school (GED) required. This individual will work 20-30 hours per week during off season anywhere between the hours of 8:00 am – 8:00 pm Monday-Saturday. During peak season, however hours will be increased, and a second OA position will be added.

Hourly Pay Rate: \$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.

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