



City of Mentor

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

JOB OPPORTUNITY

DATE POSTED: December 27, 2023

OFFICE ASSISTANT FULL-TIME

The City of Mentor is seeking a full-time Office Assistant to work in the Engineering & Building Department. This position assists residents and contractors with the permitting process required by the City for all construction projects and scheduling of on-site inspections for compliance with building codes. Knowledge of building trades, permitting procedures and experience working with database information is preferred. Excellent customer service skills and the demonstrated proficient use of Microsoft Office computer programs are required. The ability to multi-task, prioritize work and operate within the established departmental policies and guidelines is necessary. High school graduate (GED) is required.

Salary Pay Range: \$33,065 - \$60,882.90

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 Open Until Filled; applications will be reviewed upon receipt

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