



City of Mentor

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

JOB OPPORTUNITY

DATE POSTED: October 16, 2024

OFFICE ASSISTANT II PART-TIME

The City of Mentor currently has an **Office Assistant II** position opening at the Mentor Senior Center. This part-time position will require excellent communication skills, customer service and the ability to work as a team and includes significant contact with the members of the Senior Center. Must be proficient in the use of Microsoft Office. Graduation from high school (GED) is required as well as a valid driver's license. Approximately 26 hours per week, typically four days per week; primarily daytime hours.

Hourly Pay Range: \$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