



# City of Mentor

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

## JOB OPPORTUNITY

Date Posted: April 04, 2023

### OFFICE ASSISTANT II - PT Senior Center

The City of Mentor is seeking an individual to work part-time up to 26 hours per week as an Office Assistant II at the Mentor Senior Center. This position requires significant contact with the members of the Senior Center and the public requiring excellent communication, customer service, and office support skills. Must be proficient in the use of all Microsoft Office products. Graduation from high school (GED) is required. Hours are primarily in the morning and early afternoon. Starting rate of pay \$15.90/hr.

*Applications will be accepted until position is filled.*

Please visit [cityofmentor.com/employment](http://cityofmentor.com/employment) to apply online. Applications are also available at the Mentor Municipal Center, 3rd Floor, 8500 Civic Center Blvd., HR Office 3<sup>rd</sup> floor, Mentor, OH 44060.

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