



City of Mentor

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

JOB OPPORTUNITY

DATE POSTED: March 4, 2025

**CITY OF MENTOR
PT Office Assistant I
MCRC**

The City of Mentor is looking to fill a part-time **Office Assistant** position at the Mentor Community Recreation Center on Heisley Road. This position will be responsible for performing routine and varied clerical office assignments involving recreation support activities including but not limited to typing, filing, and receptionist duties. Minimum qualifications will include previous clerical/office experience in a similar environment including Microsoft Office products, proven customer service experience, and strong organizational skills. Position requires up to 28 hours of work per week with a varying schedule. A valid driver's license and graduation from high school/GED is required.

The hourly range for this position will be: \$15.00/hr

For additional position details and to apply online visit www.workformentor.com. Applications are also available in the Human Resource Office at the Municipal Center, 8500 Civic Center Blvd., Mentor, OH 44060. 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