



City of Mentor

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

JOB OPPORTUNITY

DATE POSTED: May 9, 2024

PART-TIME OFFICE ASSISTANT

The City of Mentor is seeking one individual to fill a 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 position will require flexibility and will work 25-30 hours per week; mostly afternoons and weekends, Monday-Saturday.

Starting rate of pay: \$15.00/hr

Please apply online at www.cityofmentor.com/employment. Applications are also available in the HR Office at Mentor Municipal Center, 3rd Floor, 8500 Civic Center Blvd., Mentor, OH 44060. Positions 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