



# City of Mentor

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

## JOB OPPORTUNITY

DATE POSTED: June 10, 2024

### **PART-TIME OFFICE ASSISTANT**

The City of Mentor currently has an **Office Assistant** position available 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 all Microsoft Office Word and Excel. 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.

**Starting rate of pay:** \$16.00/hr

Please apply online at [www.cityofmentor.com/employment](http://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. Applications for this position will be reviewed upon receipt and will be accepted until the position is 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