



Administrative Assistant

Genesis Development is currently accepting applications for an Administrative Assistant in our Adel office.

Under the supervision of the Director of Services the Administrative Assistant is responsible for maintaining an orderly and functioning office / reception area.

Essential function to include the following: answering phones and helping the public in a professional manner, data entry, filing and record keeping, maintaining and ordering office supplies, run ads for open positions and perform background checks and support management staff in office related tasks

Prior experience is helpful but not required. Must have HS diploma or GED and have strong computer and people skills.

To apply contact Josh Tuel at the Adel office at (515) 993-5986 or Josh@gendeviowa.com

Downloadable application at genesisdevelopment.com and mail them to 2111 West Greene St Adel, IA 50003 or email to dallascountyjobs@gendeviowa.com

Genesis Development is a Federal Contractor and an EO/AAP employer. Individuals with disabilities, women, minorities, and veterans are encouraged to apply.