

NOW HIRING: Administrative Assistant / HR Assistant

Centerville Community Betterment, Inc. is seeking a motivated, organized, and detail-oriented **Administrative Assistant / HR Assistant** to join our team!

This position provides administrative and human resources support to the Executive Director and management team while helping ensure the smooth operation of our Home and Community-Based Services (HCBS) organization.

What You'll Do:

- Provide administrative support to leadership and management staff
- Assist with recruitment, hiring, onboarding, and employee records
- Coordinate meetings, schedules, training, and organizational events
- Support payroll, benefits administration, and compliance tracking
- Prepare reports, correspondence, and maintain confidential records
- Serve as a liaison between staff, clients, families, and community partners

Qualifications:

Associate degree or equivalent experience in Business Administration, Human Resources, or related field

- Administrative support and/or HR experience preferred
- Strong organizational, communication, and multitasking skills
- Proficiency in Microsoft Office and electronic record systems
- Ability to maintain confidentiality and attention to detail

We Offer:

- Competitive salary
- Health, dental, and vision insurance
- Paid time off and holidays
- Retirement plan
- Professional development opportunities
- Supportive, mission-driven work environment

If you're looking for a rewarding career where you can make a difference in your community, we'd love to hear from you!

Apply by sending your resume to: Centerville Community Betterment, Inc.

Location: 215 South Main St., Centerville, Iowa 52544

Questions? Contact: (641) 437-1051

Centerville Community Betterment, Inc. is an Equal Opportunity Employer.