



EXECUTIVE ASSISTANT

Opening Date:	October 14, 2026
Closing Date:	Open until filled
Salary:	\$21.30/hr-\$26.62/hr

Sun Tran is seeking a highly organized, professional, and detail-oriented Executive Assistant to provide high-level administrative and executive support to the General Manager. This position serves as a key point of contact for the General Manager's Office and plays an important role in coordinating daily operations, managing confidential information, and supporting executive-level communications.

QUALIFICATIONS:

High school diploma or equivalent required; college degree preferred. Minimum of five years of office management or executive-level administrative experience, or an equivalent combination of education and experience. Strong organizational, communication, and Microsoft Office skills are required, with the ability to exercise discretion and maintain confidentiality.

MAJOR FUNCTIONS:

- Provide executive-level administrative support to the General Manager, including calendar management, scheduling, correspondence, reports, and presentations.
- Coordinate executive meetings, prepare agendas and materials, conduct research, and record meeting minutes as needed.
- Maintain confidential departmental records and documents, including sensitive personnel and operational information.
- Serve as the primary point of contact for the General Manager's Office, greeting visitors, responding to inquiries, and coordinating internal and external communications.
- Assist with departmental budget tracking, expense reporting, financial documentation, and audit preparation.
- Coordinate daily office operations, including purchase orders, invoice processing, office supplies, and maintenance requests.
- Support the planning and coordination of departmental meetings, projects and special initiatives.
- Collaborate with internal and external stakeholders to ensure effective communication and timely completion of administrative activities.
- Exercise discretion, professionalism, and independent judgment when handling confidential information and sensitive matters.

BENEFITS:

Benefits include health care coverage for employees and dependents, vacation, sick leave, paid holidays and a 401K retirement plan.

TO APPLY:

Applications are accepted through our Career Center in ADP. Please visit www.suntran.com, click *Jobs*, and follow the instructions to apply online. Our Administrative offices are located at 3910 N. Sun Tran Blvd.

If selected for any of the positions, the company requires a background investigation and a pre-employment drug screen. We are an Equal Opportunity/Reasonable Accommodation Employer.