



BUYER

Opening Date:	October 20, 2026
Closing Date:	Open until filled
Salary:	\$19.36/hr - \$24.20/hr

Sun Tran is seeking a detail-oriented Buyer to support the organization's purchasing and procurement operations. This position is responsible for purchasing bus parts, materials, supplies and services necessary for daily operations. The Buyer works closely with internal departments and vendors to process purchase requests, obtain competitive pricing, coordinate orders, and ensure compliance with established purchasing procedures.

QUALIFICATIONS:

- High school diploma or equivalent required.
- Minimum of one year of experience in purchasing, procurement, inventory management, or a related field.
- Proficiency in Microsoft Office and strong organizational and communication skills.

MAJOR FUNCTIONS:

- Process purchase requisitions, prepare purchase orders, and coordinate the procurement of materials, supplies and services.
- Obtain and evaluate vendor quotes, compare pricing, and assist with selecting supplier to ensure competitive purchasing.
- Review purchase requests for accuracy, required approvals, specifications, and compliance with purchasing procedures.
- Communicate with vendors and internal departments regarding purchasing needs, order status, and delivery requirements.
- Monitor outstanding orders, follow up on deliveries, and assist in resolving pricing, quality and delivery discrepancies.
- Maintain purchasing records, track expenditures, and prepare routine reports on purchasing activities.

BENEFITS:

Benefits include healthcare coverage for employees and dependents, vacation, sick leave, paid holidays, and a generous retirement plan and annual uniform and shoe allowance.

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.