

HR ADMINISTRATIVE ASSISTANT

Opening Date: November 16, 2026
Closing Date: Open until filled
Salary: $17.60/HR - $22.00/HR
Work Location: Sun Tran & Sun Van

(3 days per week at Sun Tran and 2 days per week at Sun Van)

Sun Tran is seeking a detail-oriented and proactive HR Administrative Assistant to support daily HR operations at both Sun Tran and Sun Van. This position will follow a split work schedule, with three days per week at Sun Tran and two days per week at Sun Van. Responsibilities include maintaining employee records, preparing HR documents, assisting with recruitment, handling inquiries, tracking invoices and supporting HR projects. Confidentiality and compliance with labor laws are essential.

QUALIFICATIONS:

High School diploma or equivalent (Associate's in HR or related field preferred); 1-2 years of administrative or HR experience.

MAJOR FUNCTIONS:

- Provide administrative support to the HR department and assist with day-to-day operations.
- Maintain up-to-date employee records and HR files.
- Prepare HR documents such as employee contracts, onboarding forms and policy documents
- Assist with recruitment activities, including interview scheduling, employment verifications and communicating with candidates.
- Order office supplies and maintain inventory levels for the HR department.
- Process and track departmental invoices and ensure timely payment.
- Support HR projects and initiatives, such as employee engagement activities.
- Maintain confidentiality of sensitive employee and company information.
- Respond to internal and external HR-related inquiries or requests and provide assistance.
- Perform other duties as assigned.

BENEFITS:

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

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.