

Sun Tran...driven to go the extra mile!



BUYER

CLOSING DATE: Open until filled

SALARY: Hourly Rate: \$16.50-\$20.60 DOE

QUALIFICATIONS:

Position requires a high school diploma/equivalent and over one year up to and including three years' experience related to job tasks. Requires knowledge of Microsoft Office.

MAJOR FUNCTIONS:

The purpose of this position is to purchase various materials and related supplies. This is accomplished by processing requests for services, maintaining office supplies and miscellaneous items for daily operations; and obtaining goods and/or services from various vendors while ensuring guidelines are followed.

BENEFITS:

Benefits include health care coverage for employee and dependents, vacation, sick leave, paid holidays, and a generous retirement plan.

TO APPLY:

Apply at 3910 N. Sun Tran Blvd., or download an application form from our website at www.suntran.com and fax it to (520) 293-3348 or e-mail to suntranhr@tucsonaz.gov. Sun Tran's office hours are 9:00 a.m. to 4:00 p.m., Monday through Friday.

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.

