

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



ADMINISTRATIVE ASSISTANT

CLOSING DATE: Open Until Filled

SALARY: \$16.50-\$17.50/hr DOE

QUALIFICATIONS:

High school diploma or equivalent; minimum of one year experience in office setting; proficiency in Microsoft Office, primarily Excel; valid driver's license; strong customer service and organizational skills; HR experience preferred.

MAJOR FUNCTIONS:

Performs clerical duties in support of HR department and staff; provides excellent customer service to internal/external customers, applicants and public; assists with new hire orientations; enter benefit information in ADP & websites; plans, organizes and participates in job fairs; performs other duties as assigned.

BENEFITS:

Benefits include health coverage for employees and dependents, vacation, sick leave, paid holidays, tuition reimbursement 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.

