

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



ADMINISTRATIVE ASSISTANT

OPENING DATE: April 10, 2025
CLOSING DATE: Open Until Filled
SALARY: \$17.60/hr-22.00/hr

QUALIFICATIONS:

Work requires knowledge of a specific vocational, administrative or technical nature that may be obtained with six months training past high school equivalency and one to three years' experience related to job tasks. Advanced working knowledge of Microsoft Office, Word, Excel and other computer related programs.

MAJOR FUNCTIONS:

Position provides administrative support to department and staff. Individual performs administrative duties; prepares, maintains and reviews departmental reports.

BENEFITS:

Benefits include healthcare 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 from our website at www.suntran.com and fax it to (520) 293-3348 or e-mail to suntranhr@tucsonaz.gov.