

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



HUMAN RESOURCES TECHNICIAN

OPENING DATE: May 2, 2025
CLOSING DATE: Open Until Filled
SALARY: \$21.30/hr-\$26.62/hr

We're looking for a Human Resources Technician to be a vital part of our HR team! In this role, you'll support the daily operations of our HR department and take the lead on recruiting, coordinating hiring and interviews and helping to uphold and implement company policies.

QUALIFICATIONS:

High school diploma required. Minimum of 3 years HR experience, including 1 year in recruitment preferred. Strong communication, organizational, and problem-solving skills. Proficient in Microsoft office.

MAJOR FUNCTIONS:

- Recruit, interview and assist in hiring qualified candidates in collaboration with hiring managers
- Conducts background checks and verify employment eligibility
- Conduct new hire orientation
- Provide guidance on HR related inquiries and escalate complex issues as needed
- Support employee relations, disciplinary actions, and workplace investigations.
- Ensure compliance with federal, state and local employment laws
- Maintain up to date knowledge of HR best practices and legal developments
- Track compliance with training, licensure, and certifications
- Perform additional HR duties as assigned

BENEFITS:

Benefits include health care coverage for employee and dependents, vacation, sick leave, paid holidays and a 401k retirement plan.

TO APPLY:

You can apply in person at 3910 N. Sun Tran Blvd., Monday-Friday, 9am-4pm, or download an application at www.suntran.com and send it by fax to (520) 293-3348 or email to suntranhr@tucsonaz.gov.

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.

