

Tucson's paratransit agency since 1987!



HR Admin Assistant Part Time

OPENING DATE: Open until filled

CLOSING DATE: Open until filled

SALARY: \$18.89 / hour

QUALIFICATIONS:

- Proficient in Microsoft Office Suite or similar software.
- Excellent organizational skills and attention to detail.
- Extensive knowledge of office management systems and procedures.
- Ability to operate general office equipment.
- Excellent written and verbal communication skills.
- Ability to type 60 words a minute.
- Ability to maintain confidential information.

INFORMATION:

- Tracks daily attendance points for Sun Van Drivers using Excel Spreadsheet. Submit daily/weekly report to Operations/Human Resources.
- Answers and directs departmental phone calls.
- Receives and distributes office mail.
- Schedules and organizes appointments.
- Proofreads and types of documents and correspondence produced by department.
- Prepares purchase orders for human resource office.
- Maintaining and Filing Human Resources Department Files.
- Performs other related duties as assigned.

BENEFITS:

Sick Leave, 401k

TO APPLY:

Applications and/or resumes are accepted at Sun Von, 3401 E. Ajo Way, Tucson AZ, 85713, from 8:00 a.m. to 4:00 p.m. Monday through Friday, or e-mail it to SunVan_HR@tucsonaz.gov. No phone calls please.

If selected for a position, Sun Van requires a background investigation in all federal, state, county and city justice courts, a pre-employment drug screen and a pre-employment DOT physical. We are an Equal Opportunity/Reasonable Accommodation Employer.

