

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



## **HR ADMINISTRATIVE ASSISTANT**

**OPENING DATE:** August 20, 2025  
**CLOSING DATE:** Open Until Filled  
**SALARY:** \$17.60/hr-\$22.00/hr

Sun Tran is seeking a detail-oriented and proactive HR Administrative Assistant to support daily HR operations. Responsibilities include maintaining employee records, preparing HR documents, assisting with recruitment, handling inquiries, tracking invoices and supporting HR projects. Confidentiality and compliance with labor laws are essential.

### **QUALIFICATIONS:**

High school diploma or equivalent (Associate's in HR or related field preferred; 1-2 years of administrative or HR experience).

### **MAJOR FUNCTIONS:**

- Provide administrative support to the HR department and assist with day-to-day operations
- Maintain up-to-date employee records and HR files
- Prepare HR documents such as employment contracts, onboarding forms and policy documents
- Assist with recruitment activities, including interview scheduling, employment verifications and communicating with candidates
- Order office supplies and maintain inventory levels for the HR department
- Process and track departmental invoices and ensure timely payment
- Support HR projects and initiatives, such as employee engagement activities
- Maintain confidentiality of sensitive employee and company information
- Respond to internal and external HR-related inquiries or requests and provide assistance
- Perform other duties as assigned

### **BENEFITS:**

Benefits include health care coverage for employee and dependents, vacation, sick leave, paid holidays and a generous 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](http://www.suntran.com) and email it to [suntranhr@tucsonaz.gov](mailto: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.*

