

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



MAINTENANCE ADMINISTRATIVE ASSISTANT

OPENING DATE: June 8, 2026
CLOSING DATE: Open Until Filled
SALARY: \$17.60/hr-\$22.00/hr

Sun Tran is seeking a detail-oriented and proactive Maintenance Administrative Assistant to support daily Maintenance operations. This role will act as the initial point of contact for the Maintenance Office, perform a variety of administrative and clerical tasks in support of the Fleet & Facilities Maintenance divisions.

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 Maintenance department and staff. Individual performs administrative duties; prepares, maintains and reviews maintenance reports.

BENEFITS:

Comprehensive benefits package including health insurance for employee and dependents, paid vacation, sick leave, holidays, and a generous retirement plan.

TO APPLY:

Applications are accepted through our Career Center in ADP. Please visit www.suntran.com, click Jobs, and follow the instructions to apply online. Our Administrative offices are located at 3910 N. Sun Tran Blvd.

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.

