



ADMINISTRATIVE ASSISTANT

Opening Date:	July 30, 2026
Closing Date:	Open until filled
Salary:	\$17.60/HR-\$22.00/HR

Sun Tran is seeking a highly organized and customer-focused Administrative Assistant to support our Operations Department. This position provides administrative, secretarial, and receptionist support to department leadership and staff while helping ensure the efficient day-to-day operation of the department.

The ideal candidate is detail-oriented, able to manage multiple priorities, and enjoys working in a fast-paced team environment.

QUALIFICATIONS:

High school diploma or GED required. One to three years of administrative support experience preferred. Strong organizational, communication, and customer service skills, along with proficiency in Microsoft Office, are required. Must be able to manage multiple priorities while maintaining accuracy and confidentiality.

MAJOR FUNCTIONS:

- Provide administrative and clerical support to the Operations Department.
- Prepare, maintain, and distribute reports, correspondence, and other department documents.
- Coordinate daily office operations and assist managers and staff with administrative needs.
- Maintain records spreadsheets, databases, and departmental files.
- Answer phones, greet visitors, and respond to inquiries in a professional manner.
- Distribute mail and departmental communications.
- Assist with meeting coordination, including preparing agendas and recording meeting minutes.
- Support purchasing activities, including processing purchase orders and tracking departmental supplies.
- Assist with payroll-related documentation and the handling of departmental funds in accordance with company procedures.
- Perform other related duties as assigned.

BENEFITS:

Benefits include health care coverage for employees and dependents, vacation, sick leave, paid holidays and a 401K 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.