

Human Resources Coordinator

Position Responsibilities:

As a *Human Resources Coordinator*, you will play an important role in supporting the day-to-day HR and administrative functions for our mining operations. This role is essential to maintaining HR compliance, supporting employee lifecycle processes, and ensuring smooth and accurate communication between operations, leadership, and employees. Specific responsibilities include, but are not limited to:

Recruitment & Onboarding

- Support the Sr. HR Manager in full-cycle recruiting activities, including internal sourcing of candidates, posting positions externally, screening applicants, scheduling interviews, facilitating pre-employment testing, and managing relationships with external recruiting partners.
- Facilitate onboarding for new hires, including orientation scheduling, safety training coordination, and completion of new-hire documentation.
- Maintain accurate employee files and ensure compliance with federal, state, and industry-specific regulations.

HR Administration

- Process employee changes, terminations, status updates, and document updates in HRIS systems.
- Assist with benefits administration, including enrollment, eligibility tracking, and responding to employee inquiries.
- Support payroll processing through data validation, timekeeping audits, and coordination with Sr. HR Manager.
- Assist the Sr. HR Manager in addressing employee concerns and conducting workplace investigations, ensuring timely resolution and compliance with company policies as well as applicable federal, state, and local employment laws. (FMLA, ADA, etc.)
- Assist the Sr. HR Manager in administering disciplinary actions by documenting performance or conduct issues, coordinating meetings, and ensuring compliance with company policies and applicable employment laws.

Reporting & Recordkeeping

- Maintain accurate HR and safety records, ensuring readiness for internal and regulatory audits.

Job Requirements

- This is a salary-exempt position that involves working in an office setting; must be able to lift up to 50 lbs.
- Must be able to recognize hazardous conditions, follow company safety policies and practices and to engage in a strong safety culture.
- Applicants must be legally authorized to work in the U.S.
- A valid driver's license is required.
- The successful candidate will be required to submit to mandatory drug and alcohol testing prior to employment.
- This position supports mining operations and will require periodic visits to the field sites.

Qualifications:

- A minimum of an Associate's degree in business administration, human resources, or a related field. Bachelor's degree preferred.
- 3-5 years of HR experience, ideally within mining, energy, industrial, or manufacturing environments.
- Working knowledge of employment laws, HR best practices, and safety/compliance requirements.
- Proficiency in HRIS systems, Microsoft Office Suite, and timekeeping platforms.
- Strong attention to detail, organizational skills, and the ability to multitask in fast-paced environments are required.
- Ability to maintain confidentiality and demonstrate sound judgment.
- Excellent communication skills with the ability to support a diverse workforce.
- Experience supporting multi-site operations.