

Human Resources Generalist

Position Responsibilities:

As the *Human Resources Generalist*, you will play an important role in supporting the workforce and driving effective human resources support for operations at the mine site. Serving as a point of contact for employees and supervisors, this position provides guidance and support in the areas of employee relations, workforce management, policy administration, and compliance with employment law. Working closely with site leadership, the Human Resources Generalist partners with operational leaders to support employee development and relations, and promote a positive, productive, and respectful work environment. This role is responsible for administering site-level human resource programs and initiatives, ensuring consistent application of company policies, procedures, and employment practices while maintaining compliance with federal, state, and local regulations. Specific responsibilities include, but are not limited to:

- Manage the day-to-day human resources and administrative functions for mining and processing operations.
- Serve as the primary human resources contact for mine site employees and supervisors.
- Administer company policies, procedures, and employment practices.
- Provide guidance and support to managers and employees on workplace issues, policies, and conflict resolution.
- Conduct workplace investigations involving employee complaints, policy violations, and disciplinary matters.
- Review timekeeping records and partner with Supervisors to ensure accurate timecard submissions.
- Facilitate corrective action processes and ensure consistent application of company policies.
- Promote positive employee relations and engagement initiatives.
- Assist and support employee retention efforts.
- Train supervisors and managers in performance management best practices.
- Assist leaders in addressing performance concerns and implementing improvement plans.
- Support leadership development and employee career growth initiatives.
- Collaborate with operations leadership to identify workforce development needs.
- Ensure compliance with federal, state, and local employment regulations
- Maintain confidentiality of employee information and sensitive business matters.
- Promote a strong safety culture consistent with industry standards.
- Support site safety initiatives, investigations, and corrective action processes.
- Collaborate with Health, Safety, Environmental, and Radiation Protection teams on workforce-related matters.
- Reinforce compliance with site-specific safety and operational procedures.

Job Requirements

- This is a salary-exempt position that involves working in an office setting at our mine sites; must be able to lift up to 50 lbs.
- Must be able to recognize hazardous conditions, follow company safety policies and practices, and 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 be required to be at the field sites.

Qualifications:

- A minimum of a Bachelor's Degree in Human Resources, Business Administration, or a related field.
- 5 – 7 years of progressive HR experience.
- Strong knowledge of employment laws, best practices, and industry standards
- Excellent interpersonal communication and conflict-resolution skills.
- Ability to handle sensitive and confidential information with discretion.
- Ability to work independently as well as within a team setting
- Ability to manage multiple priorities in a fast paced environment.
- Demonstrated success in driving initiatives that positively impact organizational performance
- Proficient in HRIS systems and Microsoft Office Suite.
- Strong attention to detail is necessary.