

Human Resource Generalist

Location: Copperstone Mine

Department: Human Resources

Reports to: Mine Manager

Compensation: \$84,000 to \$115,000 DOE and skill level

Position Overview:

Mining Americas, Inc. is seeking an experienced HR Generalist to join our team at the Copperstone Mine. This position is an excellent opportunity for an HR professional who enjoys a hands-on role, working directly with employees and leadership in a mining and operational environment.

The HR Generalist supports the day-to-day Human Resources function and the full employee lifecycle, including recruiting, onboarding, benefits administration, employee relations, performance management, training, leave administration, and offboarding. The position also serves as a resource to employees and supervisors regarding HR policies, procedures, and workplace matters

What You'll Do:

- Coordinate recruiting, hiring, onboarding, training, and offboarding activities
- Assist with benefits administration, compensation reviews, and employee leave requests
- Respond to employee and supervisor questions regarding policies, pay, benefits, and procedures
- Participate in employee relations matters, including investigations, disciplinary meetings, and terminations
- Maintain accurate and confidential employee and compensation records
- Track required training and continuing education
- Support performance evaluation processes and leadership development activities
- Assist with HR reporting, workforce metrics, and data tracking
- Maintain compliance with applicable federal, state, and local employment laws and regulations
- Provide support and back-up coverage across the Human Resources department

What We're Looking For

- Minimum of 5 years of experience in an equivalent Human Resources position, preferably within mining, construction, manufacturing, or another industrial environment
- Associate's degree in human resources, business administration, or a related field preferred
- Professional HR certification strongly preferred
- Strong knowledge of employment laws and HR practices
- Excellent communication, interpersonal, organizational, and problem-solving skills
- Ability to handle sensitive matters with professionalism, sound judgment, and confidentiality
- Proficiency with Microsoft Office; Paycom experience preferred
- Clean, valid driver's license required

Working Conditions

This position works mostly indoors in an office environment. Requires standing, walking, lifting up to 25 pounds. Appropriate PPE is required and provided as necessary

Why Join Us

At Copperstone Mine, every employee plays an important role in our success. We are committed to providing a safe workplace, opportunities for growth, and a culture built on teamwork, accountability, and respect.

What We Offer

- Competitive compensation
- A safety-first culture where your knowledge and leadership make a difference
- Comprehensive benefits package
- Paid time off and paid holidays
- 401(k) with Company match
- Opportunity to grow within a developing Arizona gold operation
- Team-oriented culture built on accountability and operational excellence

Apply Today

If you're looking for an opportunity to build your career in the mining industry, we'd like to hear from you. Join the team that's powering the future of Copperstone Mine.

Mining Americas Inc. is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other status protected by applicable law.

All interested applicants are encouraged to apply at:

<https://www.paycomonline.net/v4/ats/web.php/portal/D19578B81396CCA2819582C28677F468/jobs/497566>