



About Us – Mako US Corp (a Mako Mining Corp company) owns the Moss Mine, an open pit gold mine in northwestern Arizona, as well as the Mt. Hamilton Mine, an open pit gold mine in eastern Nevada. **Mt. Hamilton LLC** (a subsidiary of Mako US Corp) is currently seeking a qualified person for the position of full-time **Human Resources Manager**.

About this role – Human Resources Manager

The Human Resources Manager is responsible for all aspects of human resources including recruitment, onboarding, employee relations, performance management, and compliance. The ideal candidate will play a crucial role in managing employee relations, benefit administration, and performing regular HR functions. This position requires a strong understanding of human resources practices. This position reports to the Human Resources Manager – Corporate (Mako US Corp) with functional reporting to the General Manager of the mine.

Responsibilities

- Manage the staffing process, including recruiting, interviewing, hiring and onboarding
- Responsible for maintaining records of insurance coverage, retirement plans, and personnel transactions such as new hires, promotions, performance reviews, terminations, and other related personnel and payroll issues
- Ensure job descriptions are up to date and compliant with all local, state and federal regulations
- Support the development of a motivated and business-focused culture
- Manage and resolve complex employee relations' issues
- Work closely with site leadership and employees to improve work relationships, build morale, and increase productivity and retention
- Ensure the organization's compliance with local, state and federal regulations
- Ensure all company HR policies are applied consistently
- Maintain company organizational charts and employee directory
- Partner with management to ensure strategic HR goals are aligned with business initiatives
- Maintain HR systems and processes

**The above duties and responsibilities are representative of the nature and level of work assigned and are not necessarily all-inclusive.*

Qualifications and Skills

- Bachelor's degree in Human Resources, or Business Administration
- Experience in a management role
- Knowledge of Nevada law
- Deep understanding of HR functions, industry, and business standards
- Strong organization and leadership abilities along with excellent communication skills
- Ability to multi-task and prioritize responsibilities in a fast-paced environment
- Possess a strong work ethic, high energy level, and a strong desire to perform functions safely and efficiently
- Experience with conflict resolution and confidentiality practices
- MS Office (Word, Excel, Outlook, PowerPoint)