



408 Sylvia Lake Rd.  
Gouverneur, NY 13642

Tel: (315) 535-3200 | Fax: (315) 535-3253

Job Position: Human Resources Assistant  
Location: Gouverneur, NY  
Employer: Empire State Mines, a Titan Mining Corporation Company  
Posted Date: 2024 SEPT

**Empire State Mines** is currently seeking a professional to fill the role of **HUMAN RESOURCES ASSISTANT** at its underground Zinc operation.

**Responsibilities:**

Reporting to the Human Resource Director, the Human Resources Assistant will:

- Greet and answer visitors, deliveries, & incoming phone calls
- Organize and maintain front lobby, copier machines, supply orders, mail, laminating, & supply stock room
- Maintain employee resumes, manuals, files, HR documents
- Coordinate employee interviews, pre-employment physicals, and employee onboarding
- Assist in coordinating employee events and participate on the employee engagement committee
- Input data including employee timecard hours and production data
- Variety of tasks such as ordering and picking up lunches, updating birthday/anniversary board, employee photos, and other tasks as assigned
- Backup for safety, maintenance, and payroll departments

**Qualifications:**

- Ability to communicate professionally and effectively at all levels of the organization in both written and verbal means
- Highly organized
- Detail oriented
- Professional and friendly attitude
- Ability to maintain confidentiality
- Willing to be helpful, versatile, and multi-task
- Self-motivator
- Proficiency in Microsoft Excel, Word, & Outlook
- Ability to work 5, 8-hour days
- Ability to work in the US

**EMPIRE STATE MINES offers:**

Competitive Salary Range between \$20-24 per hour contingent on experience and skills  
401K Retirement Plan including additional employer contribution of **5% of gross wages weekly**.  
Excellus Medical plan with low employee contribution, **FREE** Vision, Dental, and Life Insurances  
Paid Vacation, Holidays, and Sick Time Off

**To join this growing team today, submit resume and cover letter specific to the desired job to: [Jobs@titanminingcorp.com](mailto:Jobs@titanminingcorp.com)**

