



Seneca Gaming Authority

JOB POSTING

DEADLINE : FRIDAY August 21, 2026

JOB TITLE : Human Resources Coordinator (1FT)

DEPARTMENT : Human Resources

LOCATION : Salamanca

RATE OF PAY : \$22.88 / hour

POSITION SUMMARY :

Under general supervision of the HR Manager, performs Human Resources related duties at the support and technical level and may carry out responsibilities in some or all of the following functional areas: pre-employment and random drug screenings, employee relations, training, employment, labor relations, and benefit programs. Coordinates the resolution and/or referral of specific policy-related and procedural problems and inquiries. Maintains confidentiality of privileged information.

MINIMUM QUALIFICATIONS :

High School Diploma or GED. Three years human resources, administrative or secretarial experience. Must be able to type at least 45 wpm and demonstrate proficiency in grammar, spelling, math, and filing. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation. Must be able to be approved for and maintain a valid nation Key License. Seneca preference.

SUBMIT YOUR APPLICATION / RESUME TO :

SENECA GAMING AUTHORITY HUMAN RESOURCES DEPT.

777 Seneca Allegany Blvd. Salamanca NY 14779

Email : HR@senecagamingauthority.com

Phone : (716) 244-5330

Fax : (716) 244-5407