



Marampa Mines Limited (MML) is Hiring

Job Advertisement

Developing and growing talent and skills within Sierra Leone, for Sierra Leone.

Position Title	Administrative and Personal Assistant	MML is an equal-opportunity employer. Women are strongly encouraged to apply for roles at MML.
Job Code/Level	Below Supervisory Level	
No. of Positions	1	
Department	Corporate	
Location	MML's Freetown Office	
Reporting to	Vice President, Corporate Affairs	
Salary	Attractive	

ROLE AND PURPOSE

MML is seeking a highly professional Corporate Administrative and Personal Assistant to support our executive team. You will be responsible for handling administrative tasks, managing calendars, coordinating travel arrangements, and providing personal assistance to executives in the Corporate Office. This role requires excellent organisational skills, attention to detail, and the ability to handle confidential information with discretion.

RESPONSIBILITIES

- Manage and organize executive calendars, including scheduling meetings, appointments, and events.
- Handle phone calls, emails, and other forms of communication on behalf of executives.
- Prepare and edit correspondence, communications, presentations, and other documents.
- Coordinate and organize internal and external meetings, ensuring all necessary materials are prepared in advance.
- Arrange travel itineraries, accommodations, and transportation for executives.
- Ensure travel plans align with executives' schedules and preferences.
- Handle travel-related logistics and provide detailed travel agendas.
- Maintain a high level of confidentiality and discretion regarding personal matters.
- Assist in the coordination of corporate activities and events.
- Order and maintain office supplies, ensuring the office is well-stocked and organized.
- Collaborate with other administrative staff to ensure seamless office operations.
- Organize and maintain both physical and electronic filing systems.
- Ensure timely processing and filing of important documents.
- Act as a liaison between executives and internal/external stakeholders.
- Coordinate and facilitate communication within the team and across departments.

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EDUCATION & EXPERIENCE

- Bachelor’s degree in business administration or management.
- Minimum 2 years related experience and/or training; or equivalent combination of education and experience.
- Proven experience as an Administrative Assistant or Personal Assistant or similar role.
- Strong organizational and multitasking abilities.
- Excellent written and verbal communication skills.
- Proficient in MS Office (Word, Excel, PowerPoint) and other relevant software.

REQUIRED SKILLS

- Discretion and confidentiality in handling sensitive information.
- Ability to work independently and take initiative.
- Detail-oriented with a high level of accuracy.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- The individual must be physically and mentally fit for the mining work environment.

HOW TO APPLY & CLOSING DATE

Please forward your application including your CV, cover letter, copies of your educational and professional certificates and any other supporting documents to **Marampa Mines Ltd. Human Resources** desk via the main entrance gate of the Mine Site, Lunsar or e-mail:
MMLRecruitment@marampamines.com

The closing date for receipt of applications is the 10th of February 2024.

Only shortlisted candidates will be contacted, and you may be subjected to written and practical tests where applicable.

Women are strongly encouraged to apply.