



Marampa Mines Limited (MML) is Hiring

Job Advertisement

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

Position Title	Logistics Expeditor	MML is an equal-opportunity employer. Women are especially encouraged to apply for roles at MML.
Job Code/Level	Below Supervisory Level	
No. of Positions	3	
Department	Supply Chain	
Location	Marampa Mines Site, Lunsar	
Reporting to	Logistics Supervisor	
Salary	Attractive	

ROLE AND PURPOSE

In the expediting role, you will be responsible for monitoring the flow of work; supply procurement from Local and International suppliers to actual product deliveries to the MML site. You will identify process gaps and consult with management to determine solutions. Maintaining a clear and open line of communication is crucial in this position. To ensure success, you will need to apply your skills, knowledge, and experience as an expeditor to ensure swift, seamless processes. Preferred candidates are organized and highly motivated team players.

RESPONSIBILITIES

- Receiving and capturing Purchase Order details on the Expediting Master Report – ERP, MVP, Microsoft Excel.
- Follow up on supplier payments with the procurement administration officer and Accounts payables.
- Monitor suppliers to ensure timely delivery/collection of goods as per Purchase Orders.
- Facilitate cargo consolidation between international suppliers and freight forwarders.
- Request freight quotations from freight forwarders, generate LSA (Logistics Shipment Approval), facilitate negotiations, and seek quotation approvals from Management.
- Expedite cargo collections, track orders in transit and provide ETA to end users via ERP, MVP, excel, and email as required.
- Generate shipping documents, receive, coordinate, and share pre-alerts with end users.
- Follow up with the warehouse to receive order delivery and revert to the supplier.
- Perform clerical duties and maintain accurate records and files of activities including discrepancy files.
- Review the expediting report for errors and omissions of committed orders not captured on the report.
- Process monthly freight invoices and reconcile freight agent invoice statements of account.

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- Ensure that the expediting report is updated as and when changes occur.
- Follow established guidelines, instructions, company policies, and procedures.
- Control and report lead time for the deliveries.

EDUCATION & EXPERIENCE

- Diploma or Higher in Purchasing/Procurement/Logistics/Supply Chain or a related field from a recognised college or university.
- Knowledge and understanding of Incoterms, Road, Air and Sea freight operations.
- Minimum 1-year work experience in a similar role in a formal institution.

REQUIRED SKILLS

- Proficiency in Microsoft Office (computer) applications (Outlook, Teams, Word, Excel).
- Outstanding oral and written communication skills.
- Demonstrated analytical, problem-solving, organizational, and time-management skills.
- Ability to work independently and within a team.
- Commitment to workplace safety and compliance with company policies and procedures.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- The individual must be physically and mentally fit for a fast-paced/mining work environment.
- Requires flexibility to work extended hours including weekends and holidays.

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 5th of April 2024.

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

Women are especially encouraged to apply.