



# Marampa Mines Limited (MML) is Hiring

## Job Advertisement

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

<b>Position Title</b>	Commercial Supervisor	<b>MML is an equal-opportunity employer. Women are strongly encouraged to apply for roles at MML.</b>
<b>Job Code/Level</b>	At Supervisory Level	
<b>No. of Positions</b>	1	
<b>Department</b>	Finance	
<b>Location</b>	Marampa Mines Site, Lunsar	
<b>Reporting to</b>	Commercial Manager	
<b>Salary</b>	Attractive	

### ROLE AND PURPOSE

The Commercial Supervisor at Marampa Mines Limited is responsible for managing and overseeing various commercial operations within the company. This includes managing supplier relationships, overseeing fuel inventory, implementing process improvements, developing business intelligence solutions, leading a team of commercial staff, and ensuring the accuracy and efficiency of financial and inventory management, timely reporting, and daily and monthly reconciliation with vendors. The Commercial Supervisor will ensure efficient and effective commercial operations, driving innovation and continuous improvement.

### RESPONSIBILITIES

- Oversee and control daily commercial operations to ensure efficiency and effectiveness.
- Manage supplier relationships and ensure timely reconciliations and settlement of balances.
- Oversee data input in the system for the supply, consumption, and daily and monthly sticks.
- Safeguard and manage about \$2.5 million monthly fuel inventory.
- Develop and maintain databases, ensuring data integrity and accessibility.
- Create and manage complex Excel reports, dynamic reporting templates, and integrated monitoring reports.
- Work in ERP system
- Utilise Power BI and other tools for advanced data visualisation and reporting
- Develop and manage Access desktop applications and PowerApps mobile solutions.
- Ensure seamless integration of applications with the database and other systems.
- Identify and implement process improvements to increase efficiency and reduce errors.
- Automate processes to save time and resources.
- Lead, train, and supervise junior and senior staff, including expatriates.
- Guide the team in effectively using an ERP system and other applications.
- Foster a collaborative and high-performing team environment.

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- Conduct financial analysis related to commercial operations.
- Uncover and address potential issues affecting the company's bottom line.
- Ensure robust internal financial controls and improved contractor relationship management.
- Facilitate the transition to and efficient use of the ERP system.
- Manage parallel use of existing applications alongside an ERP system.
- Provide analytical support to other departments for harmonizing mining reports.
- Ensure smooth collaboration between teams to enhance overall company efficiency.
- Communicate any necessary changes or modifications required in the database.

**EDUCATION & EXPERIENCE**

- Bachelor's degree in business administration, Computer Science, Commerce, or a related field.
- Minimum of 5 years of experience in commercial operations, data management, or a related role.
- Proficiency in Excel, Power BI, Access, SQL and ERP systems (preferably Microsoft Dynamics).
- Demonstrated experience in process improvement and automation.
- Strong financial acumen and experience in managing supplier relationships.
- Mining industry experience.
- Experience with Microsoft Teams, Power Platform, and database management.

**REQUIRED SKILLS**

- Detail-oriented with strong organizational skills.
- Ability to manage multiple tasks and meet deadlines.
- High level of integrity and professionalism.
- Adaptable and capable of working in a dynamic environment.
- Strong analytical, problem-solving, and decision-making skills.
- Proactive approach to identifying and solving problems.
- Excellent leadership, communication, and interpersonal skills.
- This position is based at the Marampa Mines Site in Lunsar, Sierra Leone.
- Standard office hours apply, with some flexibility required.
- Occasional travel to supplier sites and other company locations as needed.

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**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

- The individual must be physically and mentally fit for a fast-paced work environment (Mining).
- This role may require occasional travel and flexible working patterns to accommodate urgent procurement needs.

**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](mailto:MMLRecruitment@marampamines.com)

**The closing date for receipt of applications is the 16<sup>th</sup> of August 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.**