



Marampa Mines Limited (MML) is Hiring Job Advertisement

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

Position Title	Data Entry Officer	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	1	
Department	Processing	
Location	Marampa Mines Site, Lunsar	
Reporting to	Plant Supervisors	
Salary	Attractive	

ROLE AND PURPOSE

Marampa Mines Limited is seeking a dedicated and detail-oriented Data Entry Clerk for the Processing Department. The Data Entry Clerk will be responsible for accurately entering, verifying, and managing a high volume of data from multiple sources into various databases and systems. This role also generates relevant production reports and performs quality control tasks to ensure data accuracy. The ideal candidate should have strong organisational skills, an ability to work efficiently under pressure, and a proactive approach to data management.

RESPONSIBILITIES

- Receive and process parameter measurements for data capturing from various sources.
- Accurately enter data into corresponding fields within various systems, ensuring all data is captured correctly and promptly.
- Maintain and update databases as required, ensuring consistency and integrity of data.
- Regularly check for data entry errors and discrepancies, identifying and correcting any mistakes using appropriate methods and tools.
- Utilize quality control procedures to ensure the accuracy and completeness of data entered into the system.
- Prepare and publish production-related reports, summarizing key data insights and trends for the Processing Department.
- Assist in generating analytical reports based on SCADA data, including trend analysis and performance monitoring.
- Organize, file, and maintain physical and electronic records per departmental protocols.
- Ensure all records are easily accessible and secure, in compliance with company policies.



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- Provide general administrative support as needed, including maintaining office supplies, operating office equipment (e.g., scanner, photocopier), and assisting with other clerical tasks.
 - Collaborate with team members to ensure smooth data management processes.
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EDUCATION & EXPERIENCE

- College Certificate, Diploma or higher in Business Administration / Data Management applications.
- Minimum 3 years experience in a data entry or data management role in an industrial setting.
- Advanced level proficiency in MS Excel and other spreadsheet applications.
- Experience with data management software and office systems is advantageous.
- Must have other computer applications proficiency.

REQUIRED SKILLS

- Highly proficient with data entry and organisational software (MS Excel, Access, etc).
 - Must be familiar and proficient in MS Teams, Outlook and other collaboration applications.
 - Effective oral and written communication and reporting skills.
 - Ability to work efficiently under pressure and with little supervision.
 - Good interpersonal skills and effective time management.
 - Ability to quickly learn new data management systems and software.
 - Basic knowledge of SCADA systems and operations is a plus.
 - Exceptional attention to detail and accuracy in data entry.
 - Strong organisational skills and ability to manage multiple tasks simultaneously.
 - Analytical thinking and problem-solving ability, especially when identifying and resolving data discrepancies.
 - Ability to work effectively both independently and as part of a team.
 - Ability to perform shift work and adapt to changing work schedules.
 - Strong work ethics with a commitment to meeting deadlines and maintaining high standards of data integrity.
 - Self-motivated and proactive, with a high level of accountability and responsibility.
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WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- The individual must be physically and mentally fit for the mining work environment.
- Exposure to multi-national, ethnic, cultural, and fast-paced environments.
- May involve extended work hours including weekends, holidays, and shift rosters.

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 18th of November 2024.

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

Women are especially encouraged to apply.