



Marampa Mines Limited (MML) is Hiring

Job Advertisement

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

Position Title	Expediting Supervisor	MML is an equal opportunity employer. Women are strongly encouraged to apply for roles at MML.
Job Code/Level	At Supervisory Level	
No. of Position(s)	1	
Department	Supply Chain - Procurement	
Location	Marampa Mines Site, Lunsar	
Reporting to	Senior Logistics Superintendent	
Salary	Attractive	

ROLE AND PURPOSE

Reporting to the Senior Logistics Superintendent, the Expediting Supervisor is responsible for managing all expediting, logistics and activities in support of overall Operations and Projects. He/she is responsible for the timely and cost-effective delivery of the correct goods to the site with a focus on interdepartmental liaisons with the end users and outside companies. There is a strong focus on continuous improvement in the performance of delivery processes and daily updates of expediting reports.

RESPONSIBILITIES

- Develop Logistics guidelines for Operation and Project.
- Lead the Logistics and Expediting functions from sourcing to delivery, including resolution of non-compliance and payment issues for Logistics services in line with work orders, approved costs, quality of services, and delivery targets.
- Preparing tender packages for purchasing logistics services and handling the competitive bid process.
- Ensure effective freight methods and consolidation strategies are reviewed and in place.
- Liaise with freight forwarding companies and logistics service providers to get better terms and delivery rates for project orders for tracking and evaluation of their performance.
- Manage compliance permits for transporting dangerous goods and project shipments.
- Foster timely clearance processes.
- Ensure timely and accurate daily, weekly, monthly, and annual reports and reviews with all stakeholders.
- Establish and maintain standards for the accurate audit of the respective section.
- Liaise with Finance regarding milestone invoice payments for the logistics services.
- Ensure strict compliance with the corporate governance and purchasing policies and take appropriate remedial action when needed.
- Review goods nonconformities with users, suppliers, and others to determine causes of problems and take corrective and preventative actions.

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- Support the development and improvement of existing departmental procedures and documentation.
- Provide supervision, guidance, coaching, technical assistance and support to the team.
- Monitor and evaluate the team's performance to identify areas requiring improvement and implement training and coaching measures to enhance performance and safe work.
- Mobilise on-the-job training for subordinates to enhance skills through the transfer of technology and skill development.
- Encourage and facilitate effective and supportive communication between all team members and related departments.
- Demonstrate personal commitment regarding HSE and ESG practices.

EDUCATION & EXPERIENCE

- Bachelor's Degree in Procurement, Logistics, Supply Chain Management or a related field.
- Minimum 5 years of experience in procurement, logistics and supply chain management.
- Experience working in a multicultural environment, preferably in West Africa.
- Demonstrate strong conceptual skills and be capable of developing lateral and practical solutions.
- Demonstrated leadership and coaching skills and of reputable integrity and ethics.
- Self-driven with a high sense of quality, accuracy, efficiency and meeting tight deadlines.

REQUIRED SKILLS

- Great knowledge of overall logistics, procurement and competitive bidding process, and expediting best practices.
- Familiarity with all transport documents for land, air and sea movement of goods and parcels with deep knowledge of logistics document flow and INCOTERMS.
- Advanced level skills and knowledge of computer applications including MS Office suite (Outlook, MS Project, Word, Excel, and Teams).
- Ability to communicate effectively at all levels of the organisation and build effective relationships and networks.
- Demonstrate strong conceptual skills and capability to develop lateral and practical solutions.
- Adaptable to changing work environment and ability to manage multiple projects and tasks simultaneously.
- Great relationship management, strong negotiation skills and impeccable time management.
- Strategic thinking, ability to adapt to change, and deep understanding of risk management.

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- Understanding of and ability to enhance sustainability along with global market trends.
- Senior staff are expected to conduct comprehensive training and development programs for junior staff under their supervision as a key part of their daily responsibilities. This includes facilitating skills development, ensuring effective knowledge transfer, and promoting capacity-building initiatives that are aligned with the organization's goals. The objective is to enhance the growth and efficiency of the team, contributing to the overall success of the organisation.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- The individual must be physically and mentally fit for a fast-paced work environment.
- This role may require occasional travel and flexible working patterns to accommodate urgent operational needs.
- May involve extended hours of work including weekends and holidays.
- This position is based at the Marampa Mines Site in Lunsar, Sierra Leone.

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 22nd of November 2024.

Only shortlisted candidates will be contacted and may be required to perform written and practical assessments, where applicable.

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