



Marampa Mines Limited (MML) is Hiring

Job Advertisement

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

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

ROLE AND PURPOSE

The Expeditor is responsible for monitoring and managing the flow of work from Supply Chain Procurement with local and international suppliers to actual product deliveries to the MML site. This role involves identifying process gaps and consulting with management to determine effective solutions. Maintaining a clear and open line of communication with all stakeholders is essential to ensure smooth and efficient processes.

RESPONSIBILITIES

- Receive and capture purchase order details on the Expediting Master Report using ERP, MVP, and Microsoft Excel.
- Monitor supplier payments with the Procurement Administrator and Accounts Payable.
- Liaise with suppliers to ensure timely delivery and collection of goods as stipulated in purchase orders.
- Coordinate with freight forwarders to facilitate consolidations of cargo from international suppliers.
- Request freight quotations from freight forwarders, generate Logistics Shipment Approval (LSA), facilitate negotiations, and seek quotation approvals from management.
- Expedite cargo collections, track orders in transit, and provide estimated time of arrival (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 confirm order delivery and communicate with suppliers.
- Create and manage a discrepancy file.
- Perform clerical duties, maintaining accurate records and activities files.
- Review the expediting report for errors and omissions, ensuring all committed orders are accurately captured.
- Process freight invoices and reconcile freight agents' invoice statements of account monthly.
- Ensure the expediting report is updated as changes occur.
- Follow established guidelines, instructions, company policies, and procedures.
- Control and report lead times for deliveries.

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EDUCATION & EXPERIENCE

- Bachelor's Degree in Procurement, Logistics, Supply Chain Management or a related field.
- Minimum 2 years of experience in procurement, logistics and supply chain management.
- Experience working in a multicultural environment.
- Self-driven with a high sense of quality, accuracy, efficiency and meeting tight deadlines.

REQUIRED SKILLS

- Knowledge of logistics, procurement and expediting best practices.
- Familiarity with procurement and delivery processes involving local and international suppliers.
- Proficiency in supply chain management software and tools, including ERP and MVP.
- Proficiency in computer applications (Outlook, MS Project, Word, Excel, and Teams).
- Excellent communication and interpersonal skills to interact effectively with stakeholders.
- Adaptability to changing work environments and multitasking.
- Great organizational and time management skills with the ability to identify process gaps and propose effective solutions.
- Highly motivated and a strong team player, able to work under pressure and meet tight deadlines.
- Strong problem-solving skills and attention to detail.

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.

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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