



Marampa Mines Limited (MML) is Hiring Job Advertisement

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

Position Title	Heavy Moving Equipment Material Controller	MML is an equal opportunity employer. Women are strongly encouraged to apply for roles at MML.
Job Code/Level	At Supervisory Level	
No. of Positions	1	
Department	Engineering & Maintenance	
Location	Marampa Mines Site, Lunsar	
Reporting to	Engineering & Maintenance HME Superintendent	
Salary	Attractive	

ROLE AND PURPOSE

Marampa Mines Limited (MML) is seeking a qualified Heavy Moving Equipment Material Controller at the supervisory level. The HME Material Controller will be responsible for the strategic management of procurement, inventory, and distribution of materials and parts essential for the maintenance and repair of heavy mobile equipment. This position ensures the timely availability of necessary materials to support operational needs while optimizing inventory levels and managing costs effectively.

RESPONSIBILITIES

- Maintain precise inventory records for all HME parts and materials.
- Conduct regular inventory audits and cycle counts to verify stock accuracy.
- Analyse inventory turnover rates and modify purchasing strategies as necessary.
- Collaborate with suppliers to procure materials and components required for HME operations.
- Negotiate contracts and pricing with suppliers to ensure cost-effectiveness while upholding quality standards.
- Assess supplier performance and explore new vendor opportunities to strengthen the supply chain.
- Schedule and manage the distribution of materials to maintenance and repair teams.
- Ensure timely material availability for planned maintenance and urgent situations.
- Work closely with project managers and maintenance supervisors to forecast material requirements for upcoming projects.
- Maintain and update all material control documentation, such as purchase orders, receipts, and inventory logs.
- Generate comprehensive reports on material usage, inventory status, and procurement activities for management review.
- Utilize inventory management software to track materials and produce analytical reports.
- Ensure compliance with safety regulations regarding material control and workplace safety.

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- Implement best practices for the handling and storage of hazardous materials by regulatory standards.
 - Foster strong communication with maintenance teams to understand their material needs and align with operational goals.
 - - Provide regular updates to stakeholders concerning material statuses and supply chain challenges.
 - Monitor and manage material costs to ensure adherence to budgetary constraints.
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EDUCATION & EXPERIENCE

- Bachelor's degree in Logistics and Supply Chain Management, Business Administration, or a related field.
- Minimum of 3 years of experience in material control, inventory management, or procurement, preferably in a heavy mobile equipment or industrial setting.
- A valid driver's license is required.

REQUIRED SKILLS

- Exceptional leadership and team management capabilities.
 - Strong analytical abilities and expertise in inventory management software (ERP systems, Microsoft Excel, etc.).
 - Excellent problem-solving capacity and the ability to manage multiple tasks simultaneously.
 - Proficient negotiation, interpersonal, and business networking skills.
 - Effective oral and written communication skills with team members and management.
 - Proficiency in computer skills, including MS Office Suite and other relevant applications.
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WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Candidates must be physically and mentally fit for the demands of the mining work environment.
 - Flexibility to work in shift rosters and extended hours, including weekends, holidays, and emergencies, is necessary.
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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 Limited. Human Resources** desk via the main entrance gate of the Mine Site, Lunsar, or e-mail:

MMLRecruitment@marampamines.com

<https://marampamines.com/careers/>

The closing date for receipt of applications is the 7th of February 2025.

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

Women are strongly encouraged to apply.