

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

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| Position Title | Fuel Attendant | MML is an equal-opportunity employer. Women are strongly encouraged to apply for roles at MML. |
| Job Code/Level | Below Supervisory | |
| No. of Positions | 1 | |
| Department | Engineering & Maintenance | |
| Location | Marampa Mines Site, Lunsar | |
| Reporting to | Fuel Supervisor | |
| Salary | Attractive | |

ROLE AND PURPOSE

The Fuel Attendant plays a pivotal role in providing essential fuel refilling services to vehicles, equipment, and machinery within our operations. This position involves ensuring safe fuel dispensing, maintaining accurate records, and contributing to a seamless fuel management process.

RESPONSIBILITIES

- Provide prompt and courteous service to drivers requiring fuelling assistance.
- Safely operate fuel pumps and dispensing equipment to refill vehicles and equipment.
- Verify the fuel type and quantity required for each vehicle or equipment before dispensing.
- Adhere to safety protocols during fuelling, including wearing appropriate protective gear.
- Maintain clean and organised fuelling stations, ensuring a safe and efficient environment.
- Accurately record fuel transactions, including fuel type, quantity, and vehicle details.
- Collect Delivery Notes for fuel purchases and Fuel Request for fuel issued.
- Monitor fuel levels and coordinate with relevant departments to ensure timely refuelling.
- Report any malfunctioning equipment or safety hazards to the supervisor.
- Provide basic information to drivers about fuelling procedures and safety guidelines.
- Ensure the proper functioning of fuel pumps and equipment.
- Follow environmental and safety regulations governing fuel storage and handling.
- Participate in routine inspections of fuel storage facilities and equipment.

EDUCATION & EXPERIENCE

- West African Senior School Certificate Exams (WASSCE), its equivalent or higher.
- 3 years of proven experience in fuel management, preferably in a similar capacity.
- Knowledge of fuel storage and handling procedures, safety protocols, and regulations.

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REQUIRED SKILLS

- Strong organizational and record-keeping abilities.
- Excellent communication skills and the ability to interact professionally with diverse team members and individuals.
- Detail-oriented mindset with a proactive approach to problem-solving.
- Basic mathematical skills for calculations related to fuel consumption and costs.
- Knowledge of fuelling procedures, safety practices, and security protocols.
- Strong ability to accurately record and document information.
- Proficiency in using security monitoring systems and equipment.
- Self-disciplined, composed and adaptable to workplace pressure.
- Understanding of safety regulations and emergency response procedures.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- The individual must be physically and mentally fit for the mining work environment.
- Physical fitness for occasional tasks that may involve lifting or moving fuel containers.
- Willingness and flexibility to work extended hours, including weekends, holidays, a shift roster system, and sometimes 24 hours during emergencies.

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@mampamines.com

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

The closing date for receipt of applications is the 30th of April 2025.

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

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