



Marampa Mines Limited (MML) is Hiring

Job Advertisement

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

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

ROLE AND PURPOSE

Marampa Mines Limited (MML) is seeking a qualified, well-organized, and highly motivated professional to join our team as an Administrator/Planner within the Engineering and Maintenance Department. The Administrator/Planner will play a critical role in providing administrative support, planning, and coordination for the Maintenance team. This includes ensuring effective work order management, resource scheduling, data entry, record keeping, and reporting to facilitate smooth maintenance operations. The successful candidate will be responsible for supporting the Mechanical Superintendent and wider team with daily administrative tasks while ensuring that maintenance schedules, documentation, and systems are accurately maintained and updated in line with company procedures and operational requirements.

RESPONSIBILITIES

- Provide administrative support to the Engineering and Maintenance team, including managing documentation, filing, and correspondence.
- Assist with the preparation and scheduling of daily, weekly, and monthly maintenance plans.
- Maintain accurate records of work orders, job cards, equipment history, and service reports.
- Coordinate with supervisors, planners, and technicians to monitor job progress and completion.
- Compile and submit daily, weekly, and monthly reports on maintenance and performance.
- Support procurement processes by preparing materials requests and tracking inventory related to maintenance work.
- Update and maintain the Computerized Maintenance Management System (CMMS) to ensure data accuracy and completeness.
- Coordinate between departments to support effective maintenance planning and execution.
- Participate in continuous improvement initiatives related to planning, scheduling, and administrative processes.
- Perform any other duties as assigned by the Mechanical Superintendent or the supervisor.



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EDUCATION & EXPERIENCE

- Bachelor's degree or equivalent qualification in Business Administration/Management or a relevant management-related field.
- Minimum of 6 years of relevant experience in an administrative or planning role in an industrial or mining setting.
- Prior industrial attachment in a technical administrative capacity will be an added advantage.
- Must have a valid driver's license and the ability to drive Light Vehicles to support operations.

REQUIRED SKILLS

- Self-motivated, proactive, eager to learn, and strong organizational and time management skills.
- Excellent verbal and written communication abilities.
- Keen attention to detail and accuracy in data entry and documentation.
- Proficient in Microsoft Office Suite (Excel, Word, Outlook, etc).
- Ability to work collaboratively as part of a diverse team.
- Able to work safely and efficiently according to company procedures and standards.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Must be physically and mentally fit for the mining work environment.
- Flexibility to work extended hours, including weekends, holidays, a shift roster system, and during emergencies as required for operational objectives.

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 19th 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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