

<b>Position Title</b>	HR Assistant	<b>MML is an equal opportunity employer, and women are strongly encouraged to apply.</b>
<b>Department</b>	HR & Training	
<b>Location</b>	Marampa Mines Site, Lunsar, Sierra Leone	
<b>Reporting to</b>	HR Supervisor	

**Position Summary**

Marampa Mines Limited is seeking to hire a suitably qualified and experienced **HR Assistant** to support the Human Resources department in attendance monitoring, overtime management, biometric administration, and file management processes. The role involves maintaining accurate and confidential employee records, managing both hard copy and digital HR documents, following up on attendance and biometric issues, and ensuring timely communication with departmental administrators. The HR Assistant also provides general administrative support across all HR functions while ensuring compliance, accuracy, and efficient record keeping.

**Key Responsibilities**

- Capture and accurately record all hardcopy overtime submissions received from departments.
- Verify overtime documents to ensure all required approvals and authorizations are attached before processing.
- Identify, flag, and report anomalies or discrepancies in overtime submissions.
- Track and monitor biometric attendance failures across departments.
- Extract absentee information from departmental feedback and attendance responses.
- Flag attendance irregularities and communicate findings to relevant stakeholders for action.
- Follow up with departmental administrators on pending biometric queries and unresolved attendance issues.
- Maintain proper records and filing of overtime and attendance-related documentation.
- Organize, categorize, and maintain HR files and records, both in hard copy and digital formats, ensuring easy access and retrieval.
- Accurately input and update employee information, including personal details, employment records, and benefits, into HR databases and software.
- Implement and enforce policies for document retention, ensuring compliance with legal and regulatory requirements.
- Handle sensitive HR data with the utmost confidentiality and maintain data privacy standards in all file management activities.
- Convert paper documents into digital formats, ensuring the integrity and quality of electronic records.

- Respond to internal and external requests for HR records, adhering to established protocols and timeframes.
- Regularly audit HR files to confirm accuracy, completeness, and compliance with record-keeping guidelines.
- Manage the archiving and retrieval of historical HR records, balancing accessibility with security.
- Support all arms of the HR department as and when required

**Qualifications and Experience**

- Bachelor’s degree in Human Resource Management, Business Administration, or related field.
- Minimum 2-year experience and /or training; or equivalent combination of education and experience.

**Skills and Competencies**

- The ability to efficiently organize and categorize a large volume of documents, both in hard copy and digital formats, is crucial for effective file management.
- Ability to maintain a high level of confidentiality.
- Proficiency in computer applications, including Microsoft Office and HR software, is essential for data entry and digital record management.
- Understanding data protection regulations and implementing security measures to protect electronic HR records is vital.
- Effective communication and teamwork are necessary for liaising with HR staff, employees, and external parties for record requests.
- Knowledge of data protection and privacy regulations and the ability to ensure HR file management practices align with legal requirements.

**Work Environment and Physical Requirements**

- The individual must be physically and mentally fit for a fast-paced work environment.
- Standard office hours apply, with some flexibility required.

**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](mailto:MMLRecruitment@marampamines.com)  
<https://marampamines.com/careers/>

**The closing date for receipt of applications is 12<sup>th</sup> June 2026.**

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

**Women are strongly encouraged to apply for roles at MML.**