

Position Title	Crewing Manager	MML is an equal opportunity employer, and women are strongly encouraged to apply.
Department	Export and Haulage	
Location	Marampa Mines Site, Lunsar, Sierra Leone	
Reporting to	Export Manager	

Position Summary

Marampa Mines Limited is seeking to hire a suitably qualified and experienced **Crewing Manager** who will be responsible for planning, coordinating, and overseeing all crew mobilization and demobilization activities to ensure the timely, safe, and compliant deployment of personnel. The role manages travel logistics, immigration and visa administration, accommodation, medical coordination, crew welfare, and related financial administration while ensuring compliance with company policies and applicable national and international regulations.

Key Responsibilities

- Coordinate the mobilization and deployment of crew members from their respective countries to operational locations.
- Plan and manage crew rotations, ensuring timely embarkation and disembarkation.
- Coordinate domestic and international travel arrangements, including flights, airport transfers, and ground transportation.
- Ensure all travel itineraries, documentation, and logistics are completed prior to deployment.
- Coordinate airport reception and transportation to designated hotels, medical facilities, or operational sites.
- Respond promptly to operational changes affecting crew schedules
- Coordinate the processing of visas, work permits, entry clearances, and other immigration documentation.
- Monitor visa and permit validity and initiate renewals before expiration.
- Ensure compliance with immigration laws and company requirements.
- Liaise with Immigration Authorities, Foreign Affairs, Port Authorities, and other relevant government agencies.
- Arrange hotel accommodation for arriving, departing, and transit crew members.
- Coordinate transportation between airports, hotels, hospitals, seaports, and operational sites.
- Work closely with the Transport Department to coordinate staff movement between Freetown and the Mine Site.
- Coordinate pre-employment, periodic, and emergency medical examinations where applicable.
- Coordinate hospital admissions, treatment, and medical evacuations when necessary.

- Monitor the welfare and recovery of hospitalized employees.
- Liaise with hospitals, clinics, specialists, insurance providers, and medical service providers.
- Maintain petty cash float and ensure all disbursements are properly recorded and supported with relevant documentation
- Prepare and submit monthly petty cash reconciliations and expense reports
- Verify and process invoices from hotels and hospitals
- Liaise with the Finance Department to resolve payment queries and ensure prompt settlement of invoices

Qualifications and Experience

- Bachelor's degree in human resources management, Business Administration, or a related field.
- Minimum 5-years' experience in a similar role.
- Experience in crew management, logistics coordination, employee welfare, immigration administration, or a similar role.

Skills and Competencies

- Crew planning and mobilization.
- Immigration and visa administration.
- Travel and logistics coordination.
- Vendor and contractor management.
- Financial administration and petty cash management.
- Medical coordination and employee welfare administration.
- Report writing and record management.
- Microsoft Office Suite (Excel, Word, Outlook, PowerPoint).

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.
- Site-based role in a mining environment.

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 24th July 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.