

Vacancy Announcement

POSITION: Mine Control Room Operator

LOCATION: Yekepa/Tokadeh – Nimba County

PRIMARY FUNCTION OF JOB

Enter information into computer databases for effective record keeping with speed, accuracy, and attention to detail. And reporting hourly on Mine Production and Problem issues

MAJOR DUTIES OF JOB HOLDER:

Main Responsibilities:

- Organizing files and collecting data to be entered into the computer.
- Report on an hourly basis the mine production and problems issues within the pit or work areas to the supervisors and Mine Manager.
- Analyzing the data for errors.
- Reporting problems with the data.
- Accurately entering information into various computer programs.
- Keeping sensitive customer or company information confidential.
- Improve performance on turnaround time.
- Ensure and enforce the proper use of P.P.E (safety goggles, coverall, safety shoes, helmets, hand gloves etc.)
- Confidentially handled Mine information and Clients (Sub Contractors) information.
- Adhere to all Safety regulations, Company rules and policies

Education Requirements for this position (Formal qualifications)

Essentials

- *High School Graduate*
- Must understand some basic Computer Operation and good knowledge of Microsoft office
- Knowledge of mine Laboratory practices
- Good communication skills, both written and oral
- Computer skill (MS Office)
- *Must have a valid Liberian driver's license*
- Minimum 1 to 2 years experience within the Mining industry and or environment

To apply:

Please submit your letter of application along with your Curriculum Vitae as well as copies of your academic credentials to Liberia.jobs@arcelormittal.com.

All Envelops or Email subject should be marked with the position you are applying for.

Deadline for receipt of applications: March 15, 2018 at 5:00 p.m.

Please note the following:

- Only short-listed candidates will be contacted
FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY