



Job Advertisement

The Company	E.A.L.S Limited is an incorporated company in Tanzania and operates in Tanzania with its head office in Dar es salaam. The primary objective of the company is to provide Logistics integration services to Tanzania Petroleum subsector including oil & gas projects on an end to end basis.
The Position Position Objective	BUFFER YARD MANAGER (Fixed Term Contract) Responsible to ensure a complete management of EACOP yards. The Yard Manager is responsible for all operational aspects, ensuring the safe and effective completion of work on time and within budget. Safety is a key area for the company and a strong safety work ethic is essential. In order to ensure site works are completed effectively the Yard Manager will work closely with the Project Operations Manager and other departments including HR and QHSE.
Key Responsibilities	<ul style="list-style-type: none">▪ Management of day-to-day operations at the yard according to client priorities, including accurate checking of the incoming/outgoing traffic (equipment, freight, personnel, vehicles).▪ Staff management at the Yard in co-ordination with the HR Department (Hiring, training, developing and supervising yard staff to meet company standards)▪ Supervision of loading/unloading operations and organizing shipments in compliance with QHSE procedures▪ Ensure that materials and equipment delivered to work sites are adequately identified, safely handled and stored to prevent loss, damage or injury▪ Ensure that sites, equipment, material and vehicles are maintained in a safe condition and are regularly serviced.▪ Monitoring and completion of all inspections (equipment's, material, vehicles, working sites)▪ Assisting with the procurement of consumable materials as per project's needs.▪ General housekeeping and maintenance of yard whilst ensuring that the area is always kept safe and tidy▪ Processing receipts and reporting overages, shortages or damages. Preventing occurrence of technical problems at the Yard area.▪ Signing fuel-loading tickets.▪ Assisting with the organization of the tool-box meeting and team briefings





Job Advertisement

	<ul style="list-style-type: none">▪ Follow-up of purchase orders with local suppliers.▪ Support to QHSE operations with the QHSE Manager.▪ Verification of documents accuracy before dispatch and maintenance of accurate stock records and documentation▪ Supervision and follow up of inventories and computerized inventory management. Maintaining of database and accurate recording of stock movements.▪ Ensure excellent service is provided to customer and safe working environment is established and maintained.▪ Maintain a positive and professional working relationship with management and support resources, with a constant commitment to teamwork and exemplary customer service.▪ Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as specified in company manuals.▪ Participate to all safety training as required▪ Adhere to all HSE requirements of the project
Education	<ul style="list-style-type: none">▪ Bachelor's degree in Logistics or any other relevant field
Professional Qualification	<ul style="list-style-type: none">▪ N/A
Experience	<ul style="list-style-type: none">▪ Minimum 5 years' experience in a similar role▪ 2 years of mid-level management, preferably in the oil and gas business
Attributes/Skills	<ul style="list-style-type: none">▪ Multi-tasked in a fast-paced environment▪ Excellent communication skills▪ Can go the extra mile▪ Organizational skills▪ Problem solving abilities▪ Good Computer skills▪ Attention to detail▪ Must be able to work flexible hours (including weekends) and available for emergency situations 24-7 (accessible by cell phone and/or email)▪ Excellent customer service attitude and skills





Job Advertisement

Reporting to Project Operations Manager

Job Advertise Date

04/03/2022

Job Reference No

EALS026/OPS/2022

Closing Date

18/03/2022

NOTE:

Apply to careers.tanzania@eals.co.tz
Please note that should you not be contacted within 2 weeks after closing Job Advertisement – Consider your application unsuccessful

EALS Limited is an equal opportunity employer.

