



# 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

### **SITE OPERATIONS MANAGER (Fixed Term Contract)**

To ensure that the site is performing according to company standards and are achieving set goals on time.

## Key Responsibilities

- Management of day-to-day operations at the site according to client priorities, including accurate checking of the incoming/outgoing traffic (equipment, freight, personnel, vehicles).
- Conducting routine inspections
- Monitoring and completion of all inspections (equipment's, material, vehicles, working sites)
- Assisting with the procurement of consumable materials including relevant PPE, vehicles and equipment for site use as per project's needs.
- 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
- 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
- Driving sustainable improvements at the site to enhance performance and efficiencies
- Developing or directing development of standard operating, quality and administrative procedures for operational activities.
- Resolve critical site/customer issues immediately and manage business communication for those issues
- Participate to all safety training as required
- Adhere to all HSE requirements of the project





# Job Advertisement

<b>Education</b>	<ul style="list-style-type: none"><li>▪ Bachelor's degree in Business Administration, Logistics or any other related discipline</li></ul>
<b>Professional Qualification</b>	<ul style="list-style-type: none"><li>▪ Knowledge of/ Certificate Clearing and Forwarding</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>▪ 5 -10 years' experience in Freight Forwarding of which 3-5 are in middle management role or similar role</li></ul>
<b>Attributes/Skills</b>	<ul style="list-style-type: none"><li>▪ Excellent communication skills both written and spoken</li><li>▪ Coordination skills</li><li>▪ Ability to articulate the business strategy</li><li>▪ Organised</li><li>▪ Self-starter</li><li>▪ Proactive</li><li>▪ Flexible</li><li>▪ Leadership skills</li><li>▪ MS Office skills</li></ul>
<b>Reporting to</b>	C&F Operations Manager

Job Advertise Date	Job Reference No	Closing Date
<b>04/03/2022</b>	<b>EALS028/OPS/2022</b>	<b>18/03/2022</b>

<b>NOTE:</b>	<p>Apply to <a href="mailto:careers.tanzania@eals.co.tz">careers.tanzania@eals.co.tz</a> Please note that should you not be contacted within 2 weeks after closing Job Advertisement – Consider your application unsuccessful</p>
--------------	---

*EALS Limited is an equal opportunity employer.*

