



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	DOCUMENTATION QUALITY CONTROLLER (Fixed Term Contract)
Position Objective	Review, process, and file documentation as well as manage the smooth running of road transport operation documentations.
Key Responsibilities	<ul style="list-style-type: none">▪ Ensure that accurate information is distributed throughout the organisation, on time, to the people who need it.▪ Maintain road operation processes documents▪ Control the documentation workflow and invoicing process and report to Road Transport Manager▪ Make sure that all the documentation are transmitted to the third parties and authorities before commencement of the transport process to avoid delays▪ Create and follow all transportation files▪ Ensure that freight is duly checked and collected as per manifest▪ Ensure that the DO is printed and release as per the EALS procedure▪ 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 Business Administration or any other related discipline
Professional Qualification	<ul style="list-style-type: none">▪ Extensive knowledge/experience of import and export from an international environment▪ Customer Service▪ Strong ethics in dealings with customers, suppliers and contractors
Experience	<ul style="list-style-type: none">▪ At least 4-6 years' relevant working experience in a similar position▪ Good geographical knowledge of Tanzania and local shipping/customs procedures▪ Knowledge of QHSE requirements
Attributes/Skills	<ul style="list-style-type: none">▪ Administration skills▪ Systematic





Job Advertisement



- Organized
- Attention to details
- Good communication skills both verbal and written
- MS Office skills
- Able to work well with others
- Proactive
- Flexible
- Team Player
- Detail oriented mindset

Reporting to Road Transport Manager

Job Advertise Date	Job Reference No	Closing Date
11/02/2022	EALS021/OPS/2022	25/02/2022

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.

