



# Job Advertisement

<b>The Company</b>	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.
<b>The Position</b>	<b>ROAD OPERATIONS COORDINATOR (Fixed Term Contract)</b>
<b>Position Objective</b>	Successfully co-ordinate all client shipments from start to end.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>▪ Successfully co-ordinate all shipments for the client from issue of Purchase Order as per INCO terms.</li><li>▪ Ensure client deadlines and procedures are adhered to.</li><li>▪ Assist to maintain good service levels and good revenue margins as per the contract rates and any write offs / errors are kept to a minimum.</li><li>▪ Provide a positive learning environment in order to strengthen the team you are working with.</li><li>▪ Ensure all work is carried out in accordance with the departmental and company procedure manual.</li><li>▪ Ensure all shipments are dispatched within the proposed time frame.</li><li>▪ Keep client fully informed of the progress of the shipment.</li><li>▪ Ensure all Customs regulations are met including the prompt return of documents.</li><li>▪ Ensure that all transactions are carried out in accordance with the Standard Operating Procedure for the contract.</li><li>▪ Ensure all information entered into the system is correct.</li><li>▪ Liaise with suppliers and expeditors to ensure timeous uplift of orders.</li><li>▪ Ensure POD's are returned by both the transporter and EALS representative at destination</li><li>▪ Ensure clients are invoiced in line with what has been agreed and the costing is accurate</li><li>▪ Ensure that clients are serviced in such a manner that more business in other areas (modes of transport) and other routes are considered by clients</li></ul>





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<b>Education</b>	<ul style="list-style-type: none"><li>▪ Ensure that EALS Limited portrays a professional and friendly image to all clients</li><li>▪ Ensure all destination county requirements are met</li><li>▪ Participate to all safety training as required</li><li>▪ Adhere to all HSE requirements of the project</li></ul>
<b>Professional Qualification</b>	<ul style="list-style-type: none"><li>▪ Bachelor's degree in Business Administration, Logistics or any other related discipline</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>▪ Sound knowledge of the road transport business</li><li>▪ Customer Service</li><li>▪ Strong ethics in dealings with customers, suppliers and contractors</li></ul>
<b>Attributes/Skills</b>	<ul style="list-style-type: none"><li>▪ 3- 5 years' experience in Freight Forwarding in the position of Road Freight Controller or similar role</li><li>▪ Pro-active</li><li>▪ Result oriented</li><li>▪ Team player.</li><li>▪ Strong communication and presentation skills with excellent English proficiency</li><li>▪ Ability to influence, negotiate and resolve conflicts on internal and external matters</li><li>▪ Systematic and</li><li>▪ Organised</li></ul>

<b>Reporting to</b>	Road Transport Manager
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<b>Job Advertise Date</b>	<b>Job Reference No</b>	<b>Closing Date</b>
<b>11/02/2022</b>	<b>EALS022/OPS/2022</b>	<b>25/02/2022</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>
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*EALS Limited is an equal opportunity employer.*

