



# 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>DOCUMENTATION CONTROLLER (Fixed Term Contract)</b>
<b>Position Objective</b>	<ul style="list-style-type: none"><li>▪ Review, process, and file documentation as well as manage the smooth running of documentation operations.</li></ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>▪ Ensure that accurate information is distributed throughout the organisation, on time, to the people who need it.</li><li>▪ Maintain operation processes documents</li><li>▪ Control the documentation workflow and invoicing process and report to CTM</li><li>▪ Make sure that all the documentation are transmitted to the third parties and authorities before the vessel berth and after departure as per the free practice occurred in the port</li><li>▪ Create and follow all import files</li><li>▪ Ensure that freight is duly checked and collected as per manifest</li><li>▪ Ensure that the DO is printed and release as per the EALS procedure</li><li>▪ Participate to all safety training as required</li><li>▪ Adhere to all HSE requirements of the project</li></ul>
<b>Education</b>	<ul style="list-style-type: none"><li>▪ Bachelor's degree in Business Administration or any other related discipline</li></ul>
<b>Professional Qualification</b>	<ul style="list-style-type: none"><li>▪ Extensive knowledge/experience of import and export from an international environment</li><li>▪ Customer Service</li><li>▪ Strong ethics in dealings with customers, suppliers and contractors</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>▪ At least 4-6 years' relevant working experience in a similar position</li><li>▪ Good geographical knowledge of Tanzania and local shipping/customs procedures</li><li>▪ Knowledge of HSE requirements</li></ul>
<b>Attributes/Skills</b>	<ul style="list-style-type: none"><li>▪ Administration skills</li><li>▪ Systematic</li><li>▪ Organized</li><li>▪ Attention to details</li><li>▪ Good communication skills both verbal and written</li></ul>





## Job Advertisement



- MS Office skills
- Able to work well with others
- Proactive
- Flexible
- Team Player
- Detail oriented mindset

**Reporting to** Control Tower Manager

Job Advertise Date	Job Reference No	Closing Date
<b>04/03/2022</b>	<b>EALS031/OPS/2022</b>	<b>18/03/2022</b>

**NOTE:** *Apply to [careers.tanzania@eals.co.tz](mailto: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.*

