



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	INVOICING OFFICER (Fixed Term Contract)
Position Objective	Raising invoices, punching vouchers and filing so customers to get their bills for settlement.
Key Responsibilities	<ul style="list-style-type: none">▪ Raise invoices▪ Punch payments, supplier vouchers▪ Check abnormalities and make necessary corrections▪ Print various documents on request▪ Filing documents in an orderly manner▪ Participate to all safety training as required▪ Adhere to all HSE requirements of the project
Education	<ul style="list-style-type: none">▪ Degree in Business Administration, Finance, Economics or any other related field
Professional Qualification	<ul style="list-style-type: none">▪ ATEC II
Experience	<ul style="list-style-type: none">▪ At least 3 years relevant experience
Attributes/Skills	<ul style="list-style-type: none">▪ Strong analytical skills▪ Excellent computer skills in MS Office computer packages▪ Ability to work under pressure to meet deadlines▪ Honest and possessing a high level of integrity▪ Demonstrated ability to work diplomatically, harmoniously, and effectively with a diverse group of people▪ Ability to understand figures/financial acumen
Reporting to	Invoicing Supervisor

Job Advertise Date	Job Reference No	Closing Date
04/03/2022	EALS023/OPS/2022	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.

